Forecast 5 User Manual

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    c. Enable TCP/IP and Named Pipes Protocol of SQL
    d. Initial Forecast 5 setup
    e. Creating a Forecast
    f. Adding users without admin rights
3. Converting your Forecast
4. Importing/exporting Actuals
5. Upgrading your Terminal Server version

Web www.forecast5.com email support@forecast5.com Phone +64 9 820 9960

User Agreement

1 Rights Granted Under This Licence

This agreement grants you use of the Forecast 5 Ltd Software, payment for which is to be made to entitle use
The software includes:

- Software installed on your PC, server or third party Host server regardless of transaction volumes, size of data files or number of companies. Note: extra payment is required for additional users or if the Software is used in a commercial data processing bureau.

- Software maintenance & information services.

- Forecast 5 user Helpline service (clause 6).

Time for payment shall be of the essence of this Agreement. If any amount payable is in arrears, then, without prejudice to any other rights and remedies it may have, Company shall be entitled to suspend the performance of any of its obligations under this Agreement, including, without limitation, suspending Customer's right to Use the Software and Documentation, without Company incurring any liability to Customer or any third party. Late payment fees will apply.

This Agreement includes Software maintenance & information services. Updated Software versions will be released as appropriate.

You must provide an email address to ensure that you receive notice of updates, pre-release information & support newsletters.

Specifically excluded from any rights granted under this licence:

The Total Amount excludes installation, data conversion, on site help & training & such like, which are matters between you & your Supporting Forecast 5 Consultant. Extra users, functions, products or services may be added at any time to the Software by adding the appropriate amount to the Total Annual Amount.

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2 Term

You may terminate this Agreement, by giving Forecast 5 Ltd written notice, 60 days prior to the annual renewal date. Your licence will terminate if the annual renewal payment is not made. On termination, the Software must be uninstalled.

3 Obligations

Software title, Intellectual Property & copyright remain with Forecast 5 Ltd. You must protect that ownership of the Software & not attempt to sell, hire, copy (except for back up), transfer or deal with it in any other way.

Neither may you reverse engineer, decompile or disassemble the software product, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.
The above obligations survive the term of this Agreement and the termination of your usage of the Software.

4 Warranties

You must rely on your own judgment as to the suitability of the Software & computer systems that it is installed on. You must rely on your own professional accounting & financial advice services. No warranties are given other than those implied by law.

IN NO EVENT WILL FORECAST 5 LTD BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING LOSS OF PROFIT OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OR FAILURE OF OR FAULT IN THE SOFTWARE PRODUCT.

5 Payments

Your Total Annual Amount tax invoice will be delivered to the email address stated in this Agreement. Payments are annually in advance, by direct debit from your bank account or credit card. Once paid the amounts are not refundable for any reason. You agree to Forecast 5 Ltd paying commissions or fees to any party who introduces you to or supports the Software. Forecast 5 Ltd has the right to review and increase the Total Annual Amount. You will be advised of such increase by invoice.

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6 Forecast 5 Helpline

This Agreement provides access for named users to email & telephone help in using the Software. The cost for this service is included in the Annual Amount.
The Helpline operates 8.30am – 5pm (NZT) Mon-Fri (excluding public holidays).
Help is not offered to those, who in the opinion of Forecast 5 Ltd, are untrained operators and suitable training will be recommended.

7 Notices / Law

You agree to advise us, in writing, if you change your location, email, postal address, payment details or if there is any information that we should know about your ability to comply with this Agreement. Forecast 5 Ltd can give notice by delivering it to your last known Software location, email, or postal address.

We reserve the right to amend this agreement with 30 days' notice by email of any changes to this agreement

The laws of New Zealand govern this Agreement.

This license is valid through your use of the Forecast 5 software Ltd.

www.forecast5.com

Current as at 1st June 2013

Customer Name:

Customer Acceptance:

Web www.forecast5.com email support@forecast5.com Phone +64 9 820 9960

Installation Guide

Installing Forecast 5

Before downloading the file, ensure you have the correct user permissions on to the single computer or the server.

After you have downloaded the file, click the Forecast.exe.

Select *Install with SQL* if you are installing on a server or on a single computer.

Select *Install without SQL* if you are installing on a workstation.

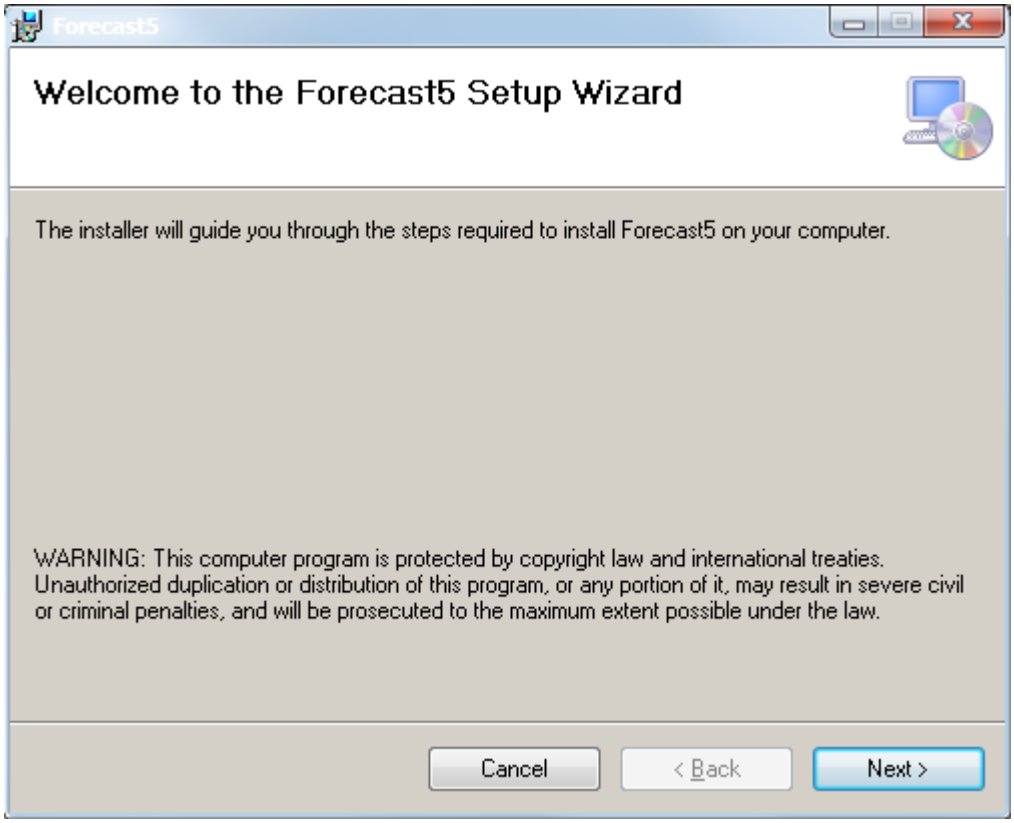
For installing SQL Server, refer to section *SQL Server 2008 Express Installation.*

Additional configuration for terminal server installation:

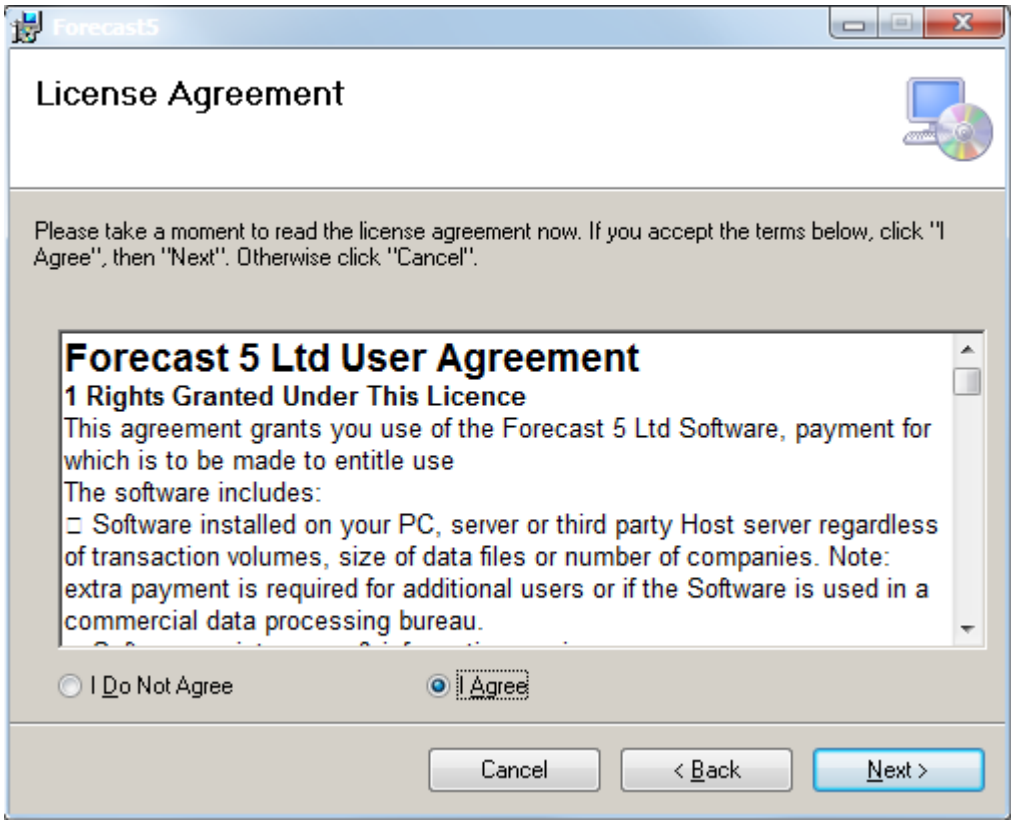
a. Enable TCP/IP and Named Pipes protocols of SQL Server, to allow client computers to connect to the database on the server, you need to. Follow the steps under the *Enabling TCP/IP and Named Pipes Protocols of SQL Server Using "SQL Server Configuration Manager"* section.

b. Give users rights to access the database, refer to section *SQL Scripts to add users without administrator rights.*

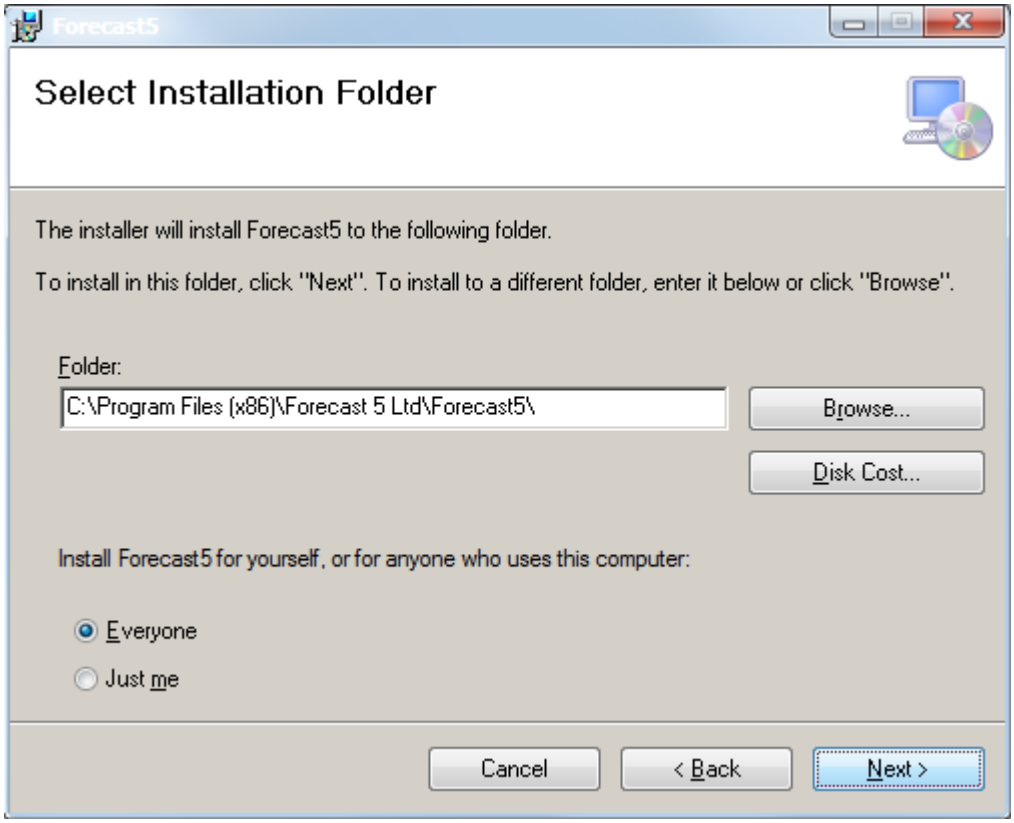
Click the *Next* button to continue.



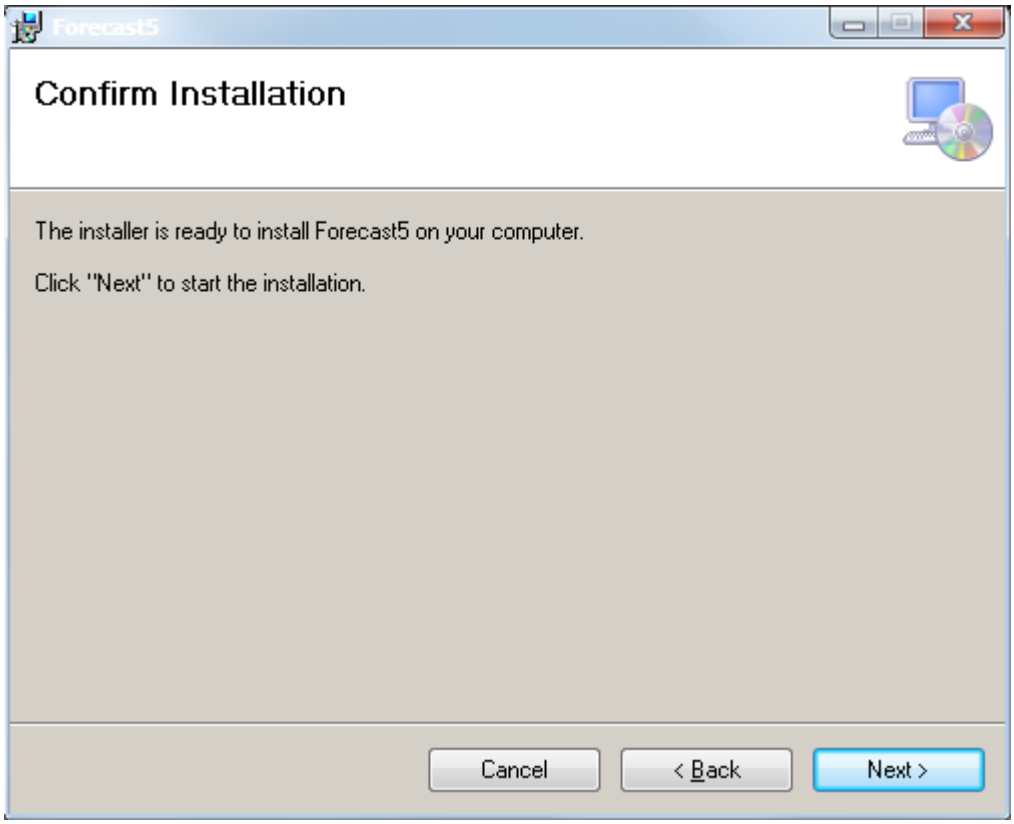
Select *I Agree*. Click the *Next* button to continue.



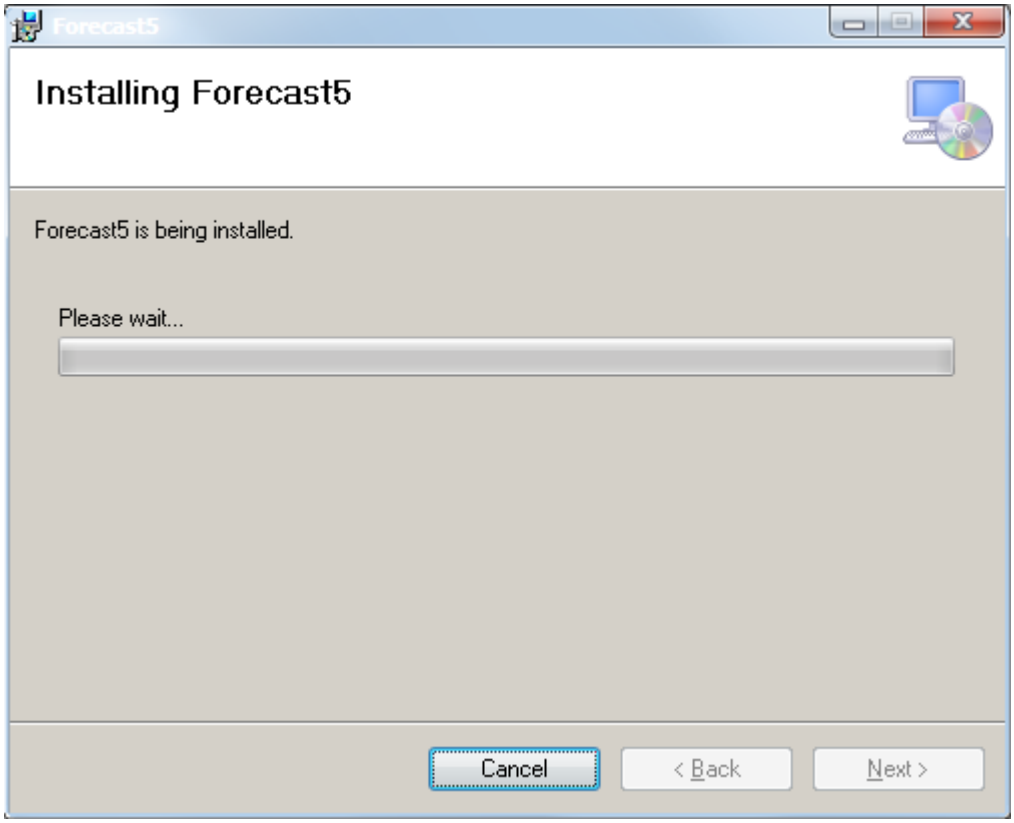
Click the *Next* button to continue.



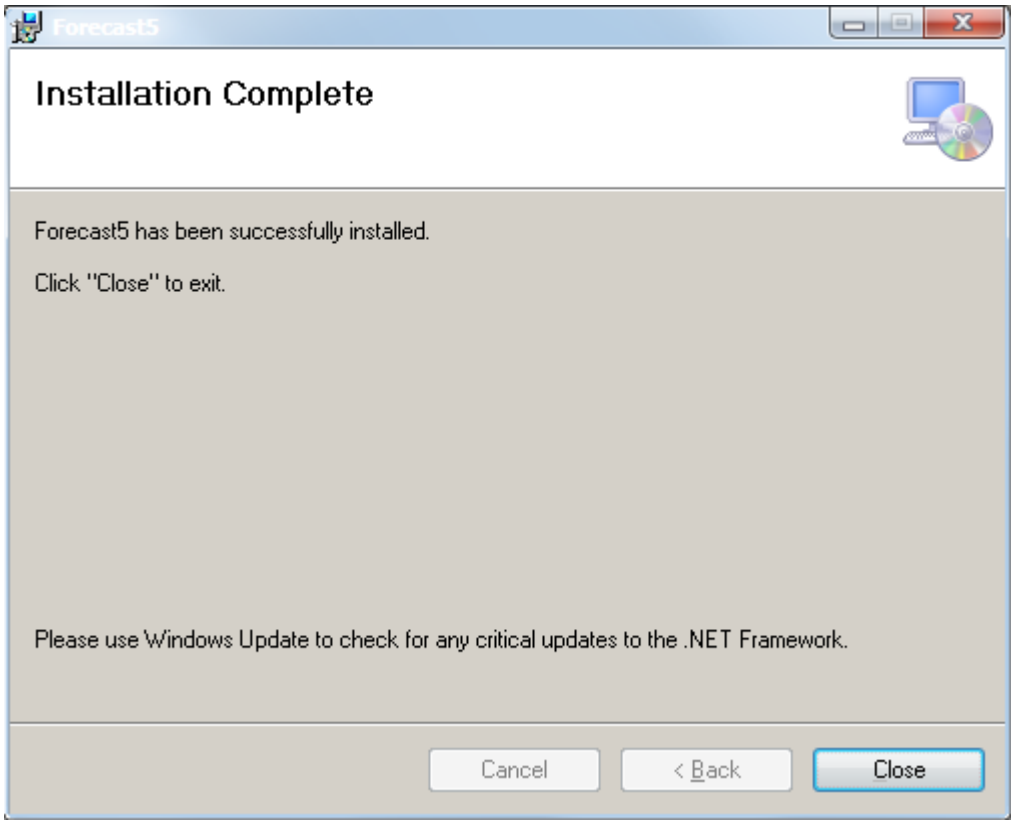
Click the *Next* button to continue.



The installation will start.

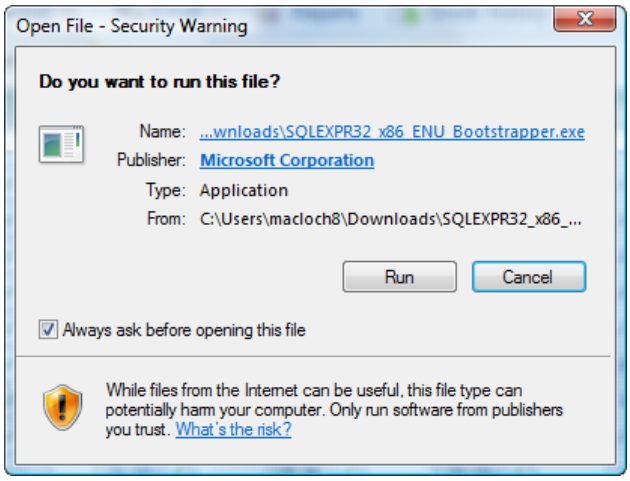


You have now installed Forecast 5. Click the *Close* button.

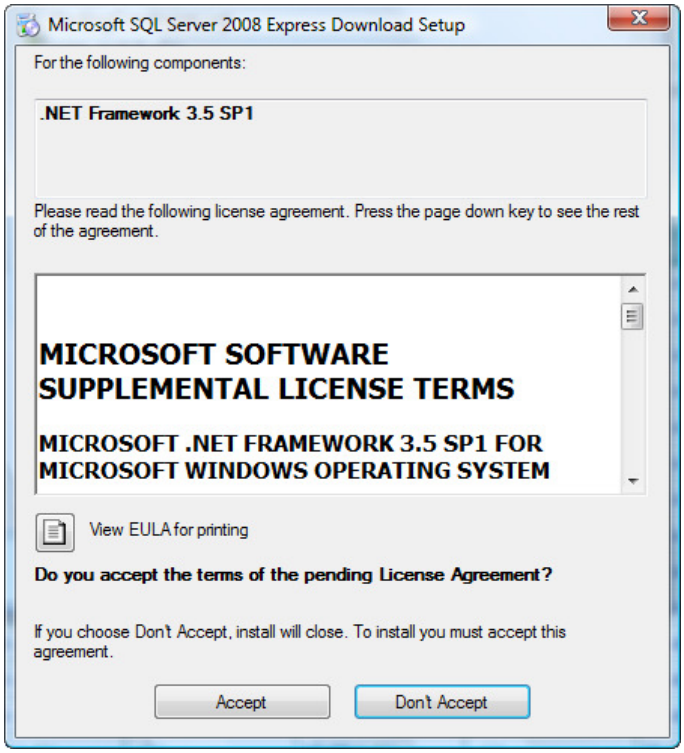


SQL Server 2008 Express Installation

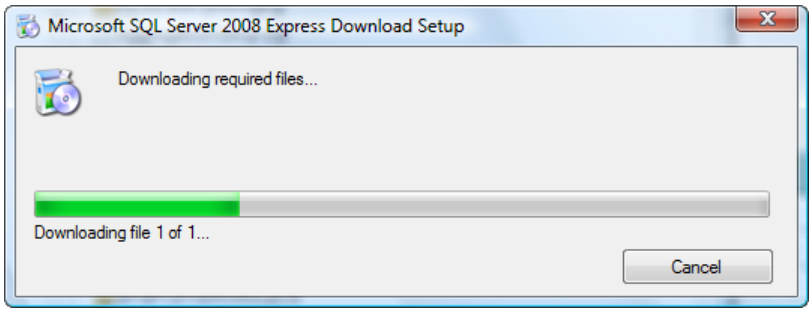
After you have downloaded the file, you will need to launch the program from the following dialog. Click *Run* to continue.



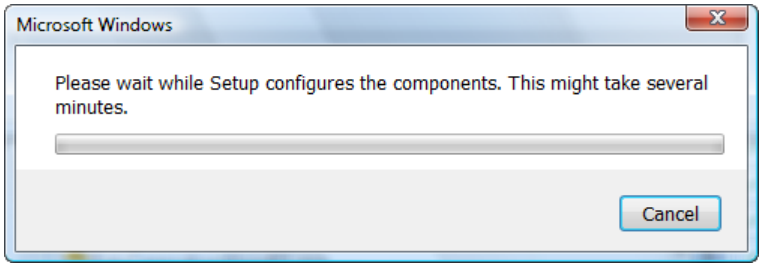
The next screen requests you accept the license agreement. Please make sure you do that or you could run into trouble later on if you violate the EULA. Click the *Accept* button to continue.



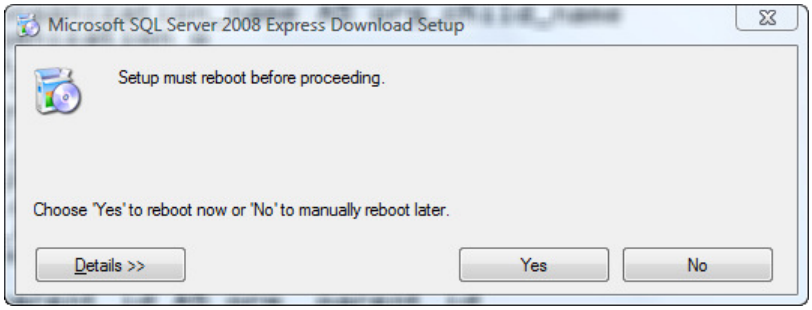
The installation will start. The installer will examine and patch your operating system.



After you start the installation, you will see this dialog. It will reappear after completing the install, and you may need to click the *Cancel* button. The program will still be installed.

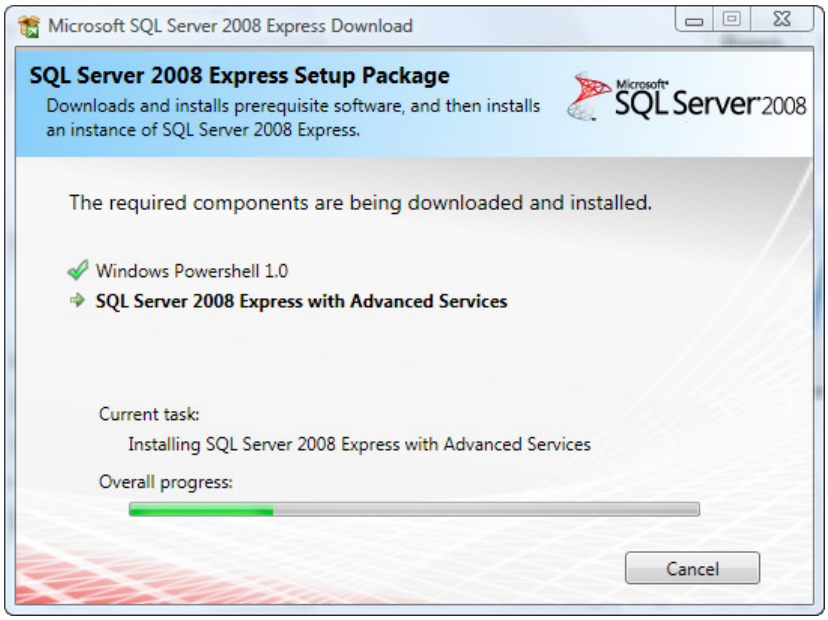


You will need to restart your machine.

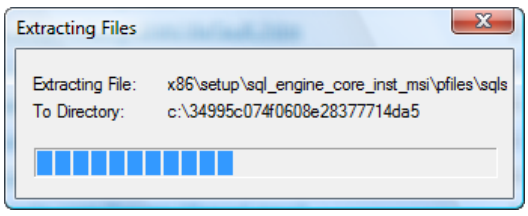


The installation screen will appear. Select *SQL Server 2008 Express with Advanced Services*. Click *Install.*

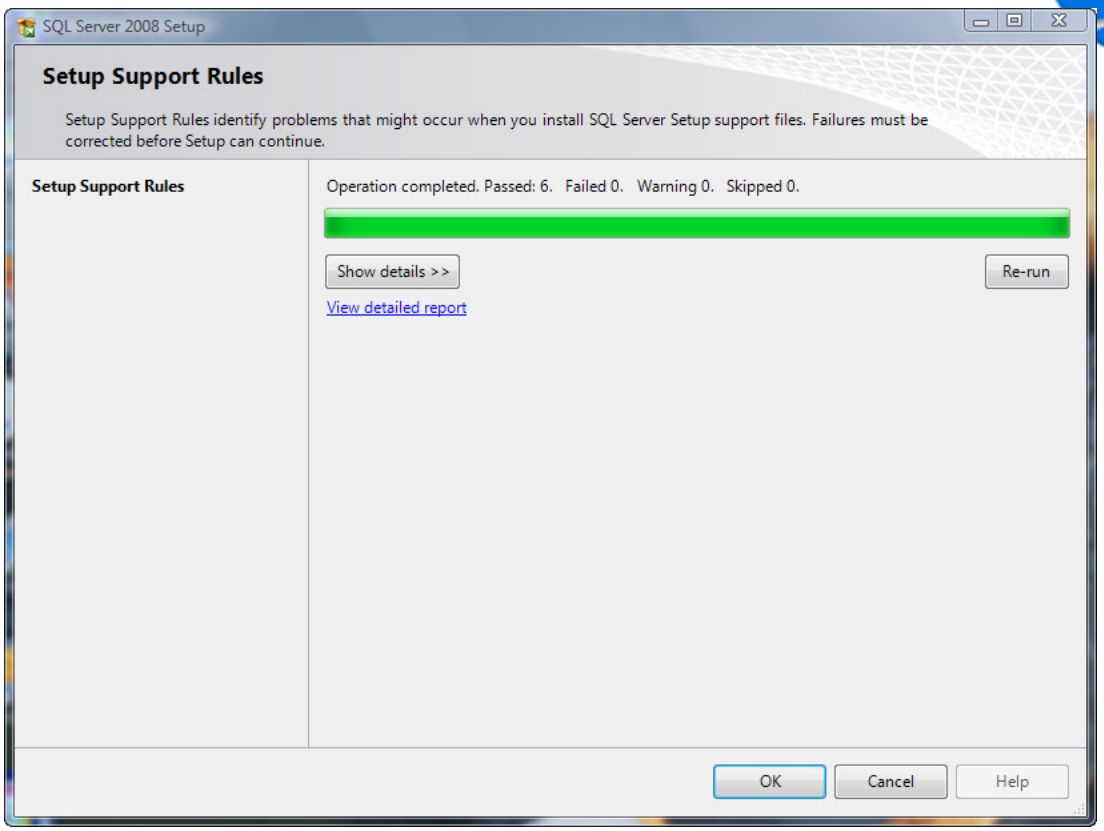
Your installation will begin.



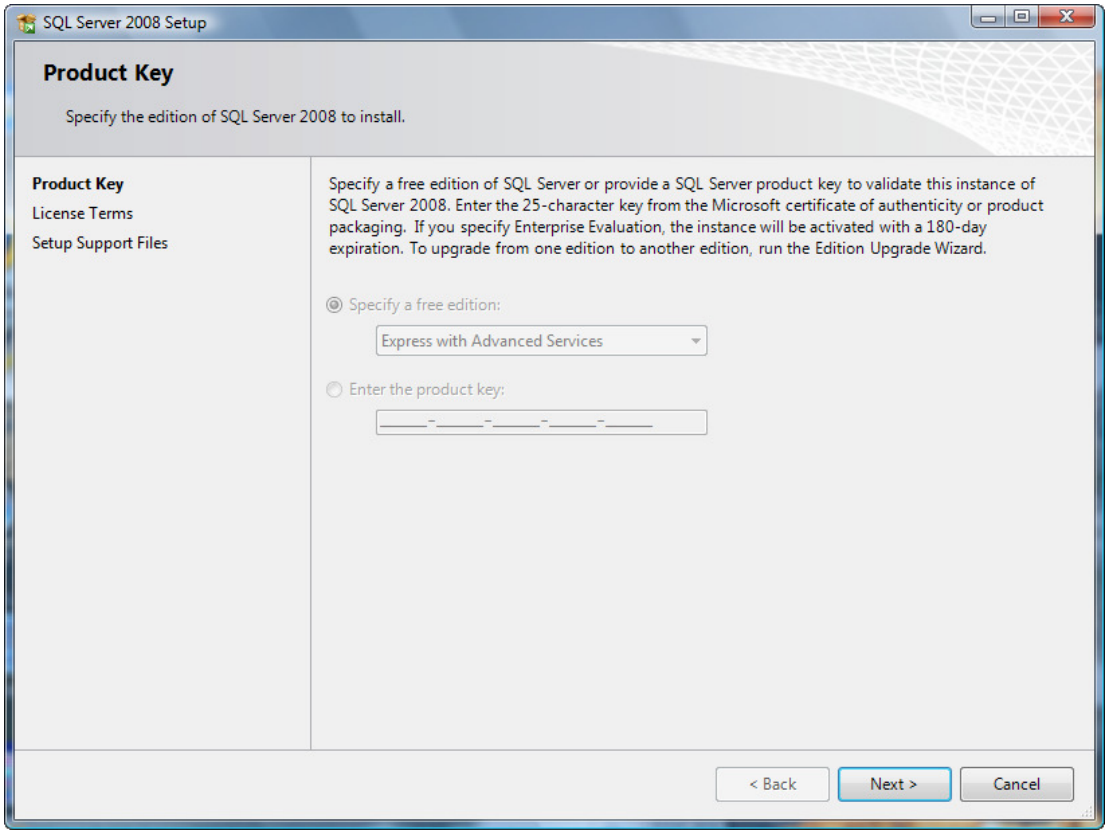
The file extraction will take several minutes.



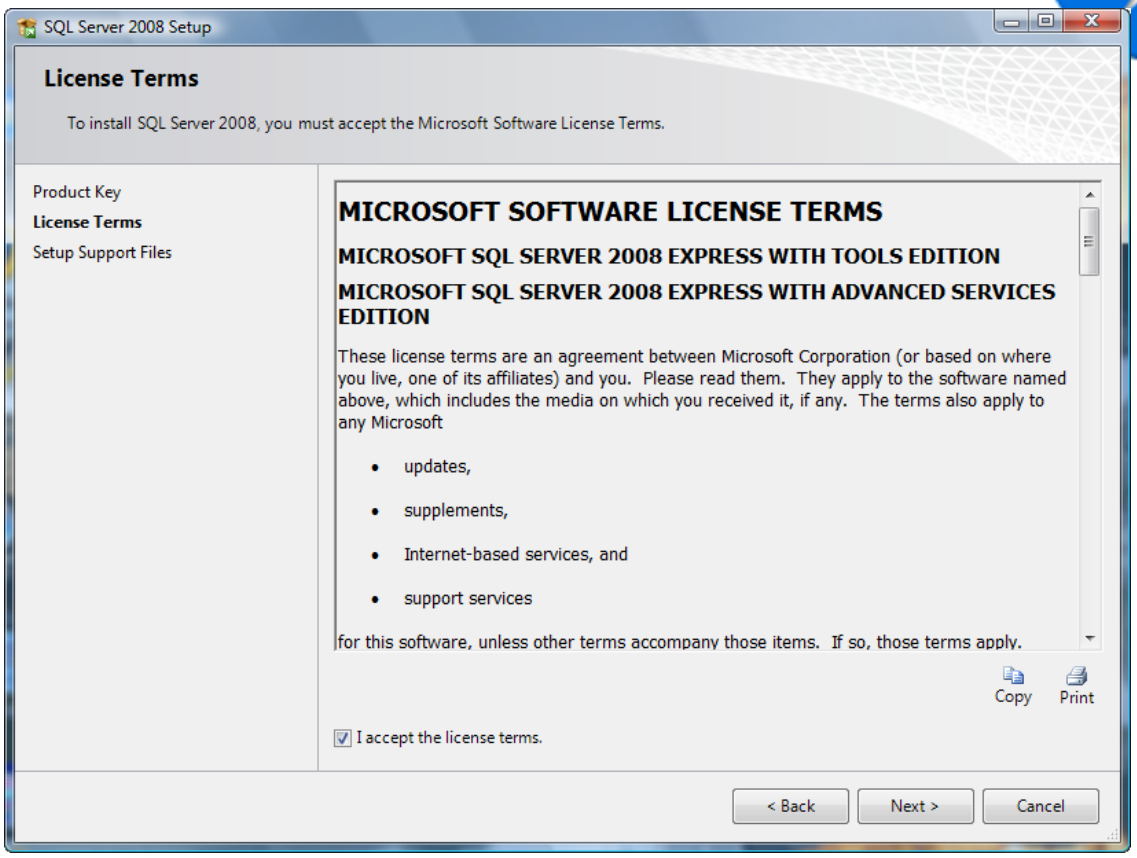
Click *OK* to continue once the SQL Server 2008 Setup Support Rules screen shows.



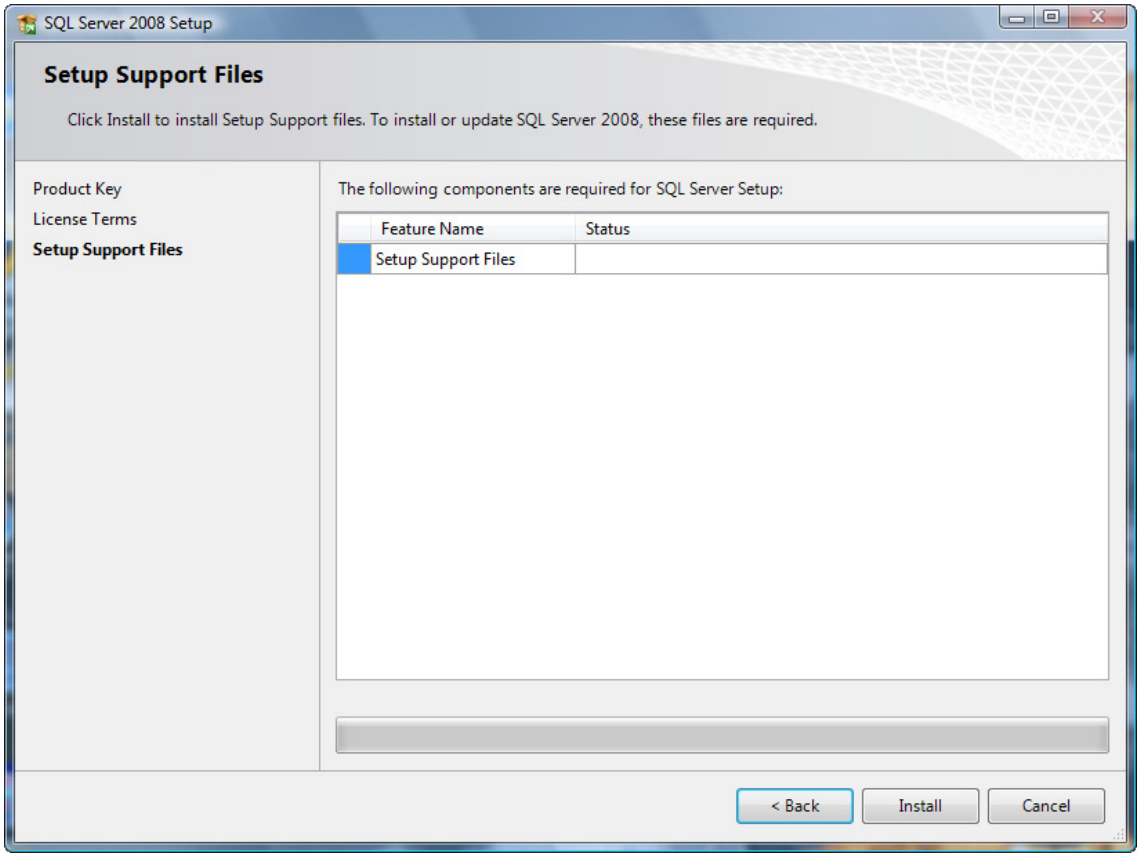
This screen will appear if you are installing the full version. Choose *Next* to continue.



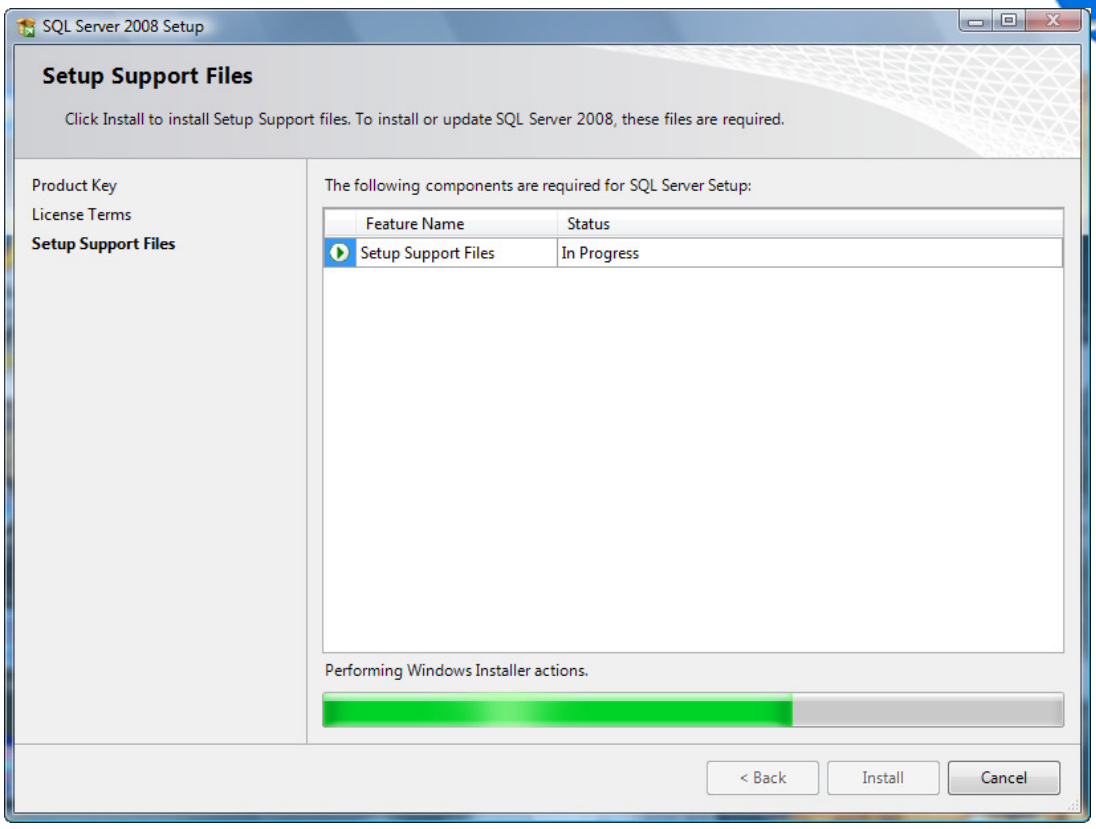
Check *I accept the license terms* box and click the *Next* button.



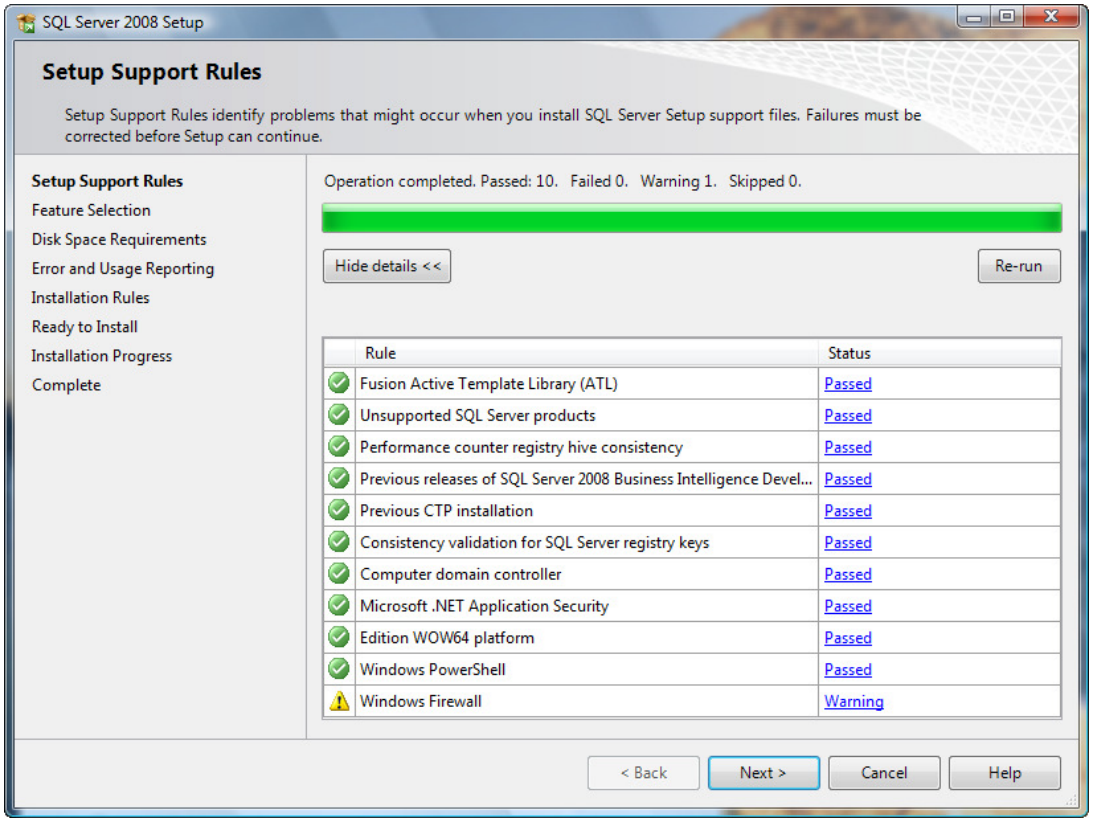
Start the SQL Server 2008 installation by clicking the *Install* button.



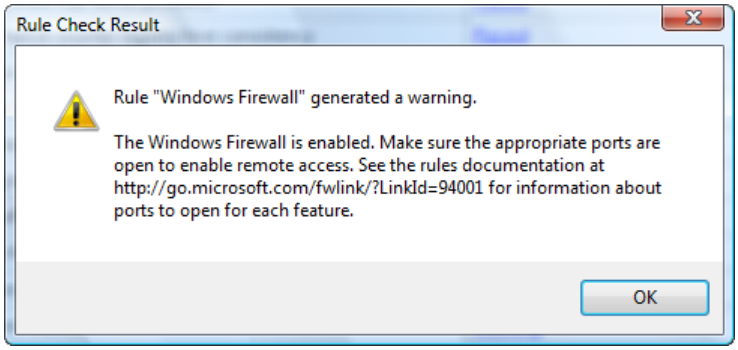
SQL Server 2008 will install.



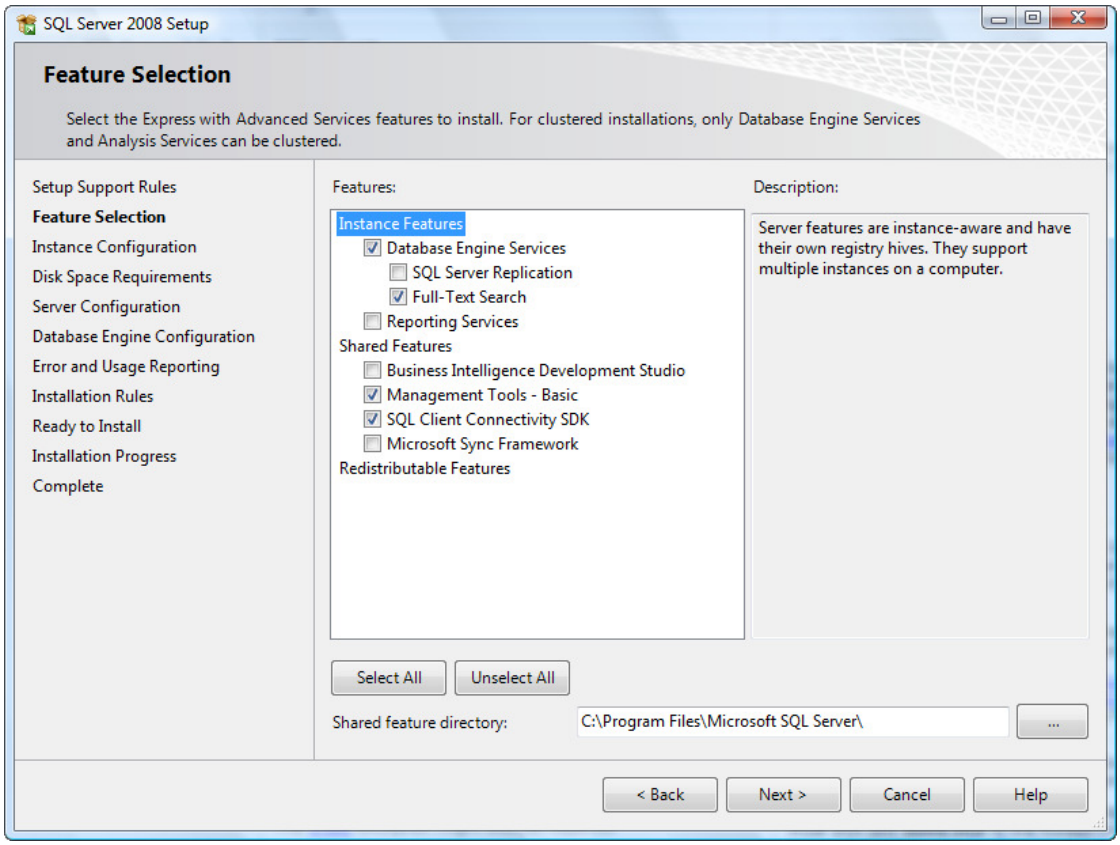
All rules should have passed. You may get the screen below if you have forgotten to open the firewall ports. Open the required ports and click *Next*.



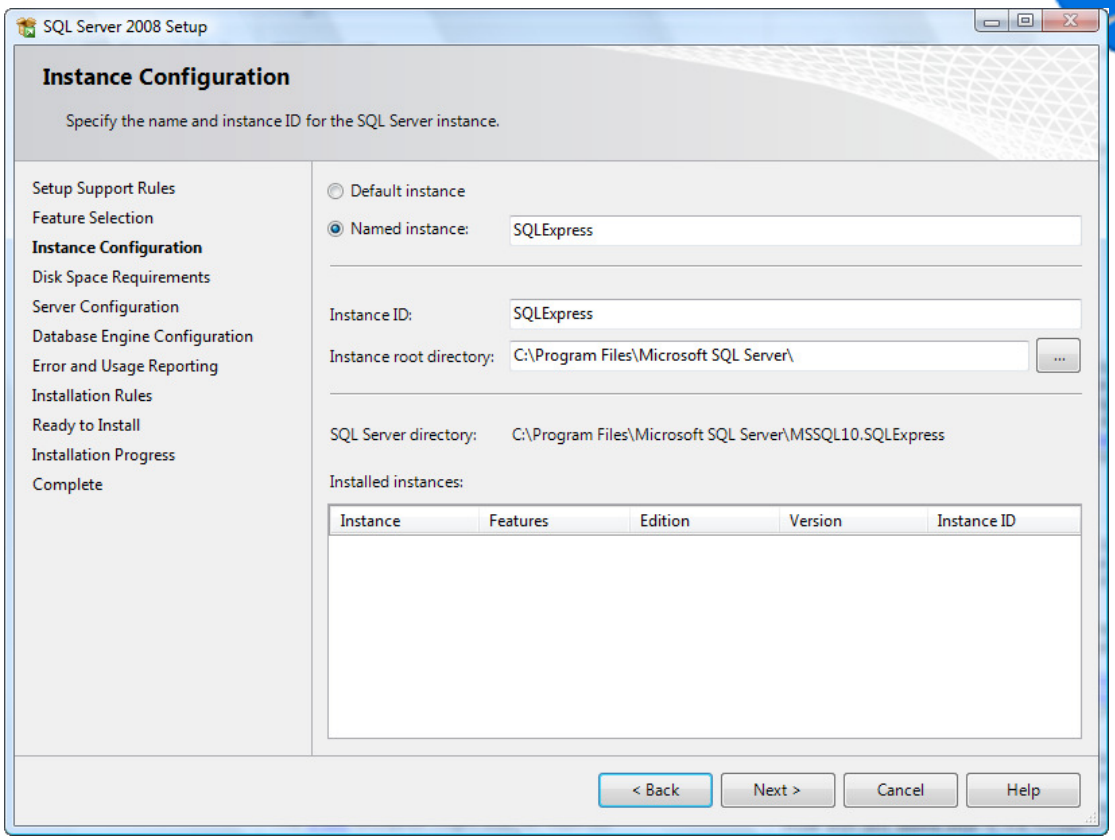
You will get this prompt if any ports were open at the beginning of the install. Click *OK* to continue.



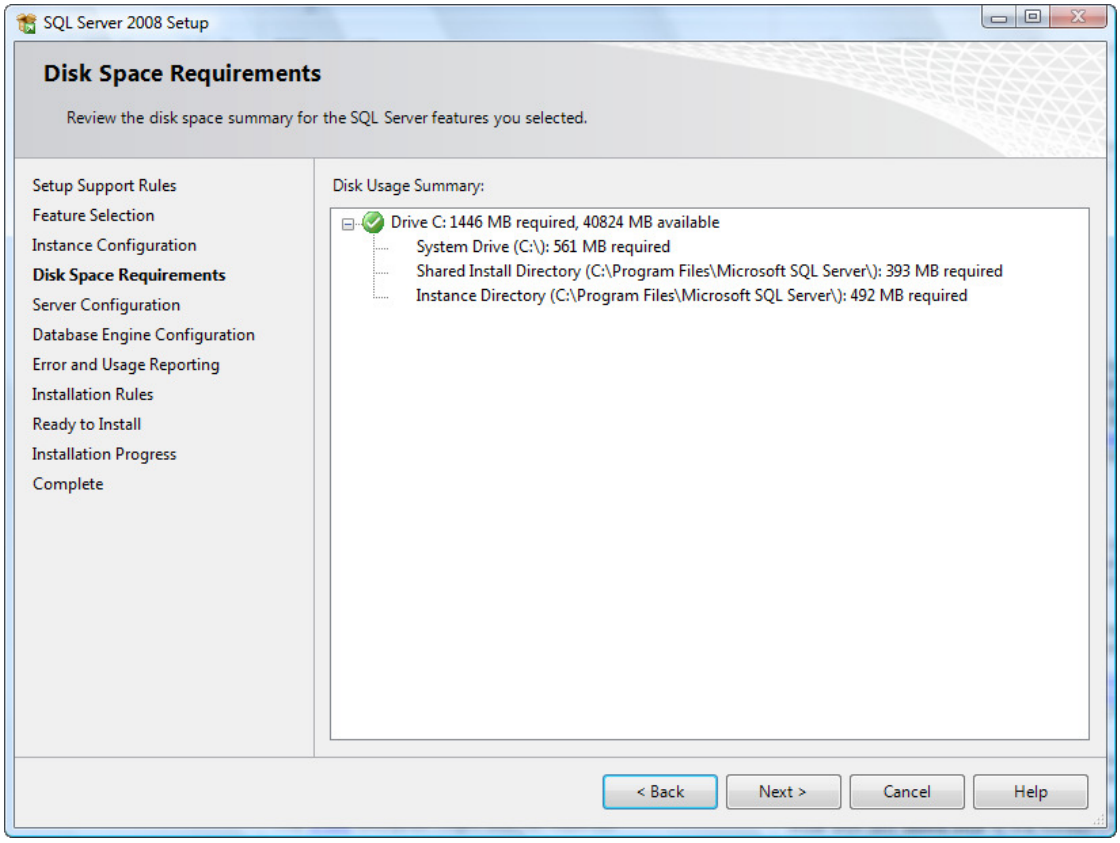
When the Feature Selection screen appears, select the same as shown below:



Click *Next* to accept the installation of SQL Express.

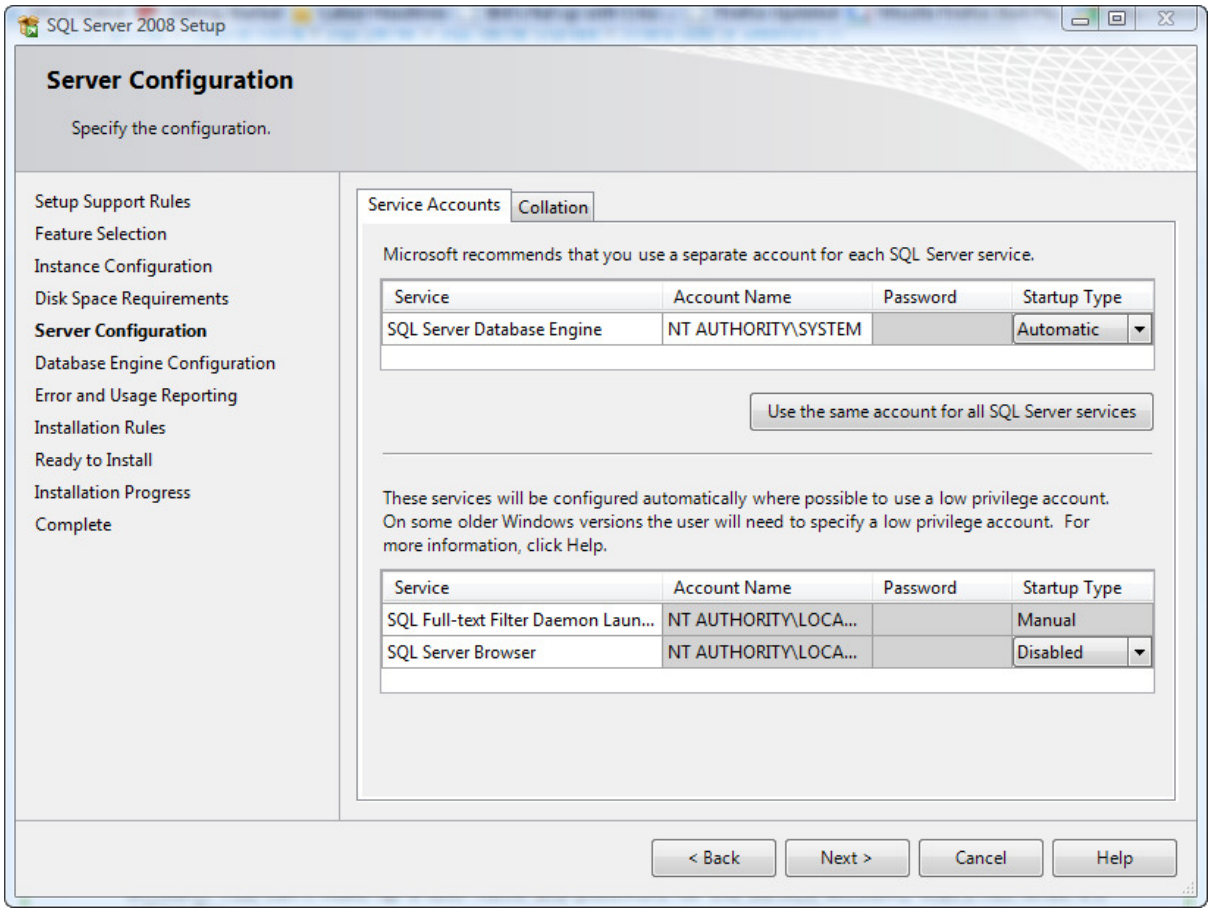


Accept the disk space requirements by clicking *Next*.



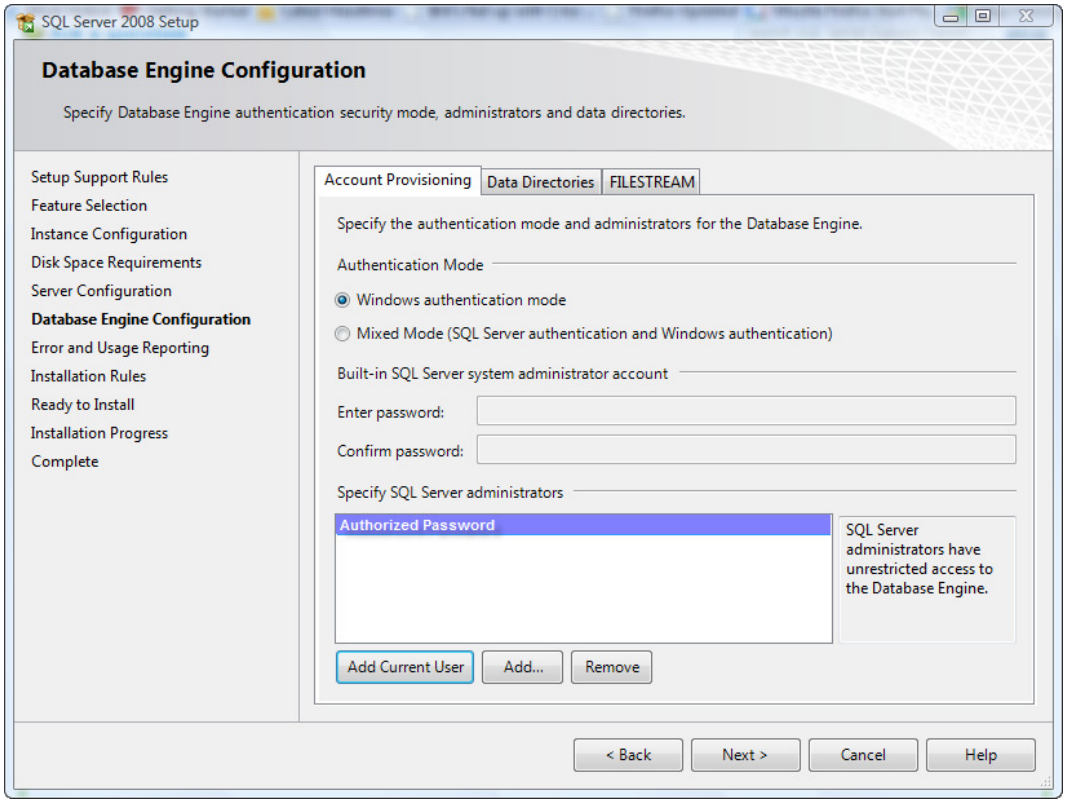
To set up SQL with local system authentication against Operating System accounts, you must select from the list of values. If you want to provide credential's manually, leave the space blank.

Click *Next* to continue.

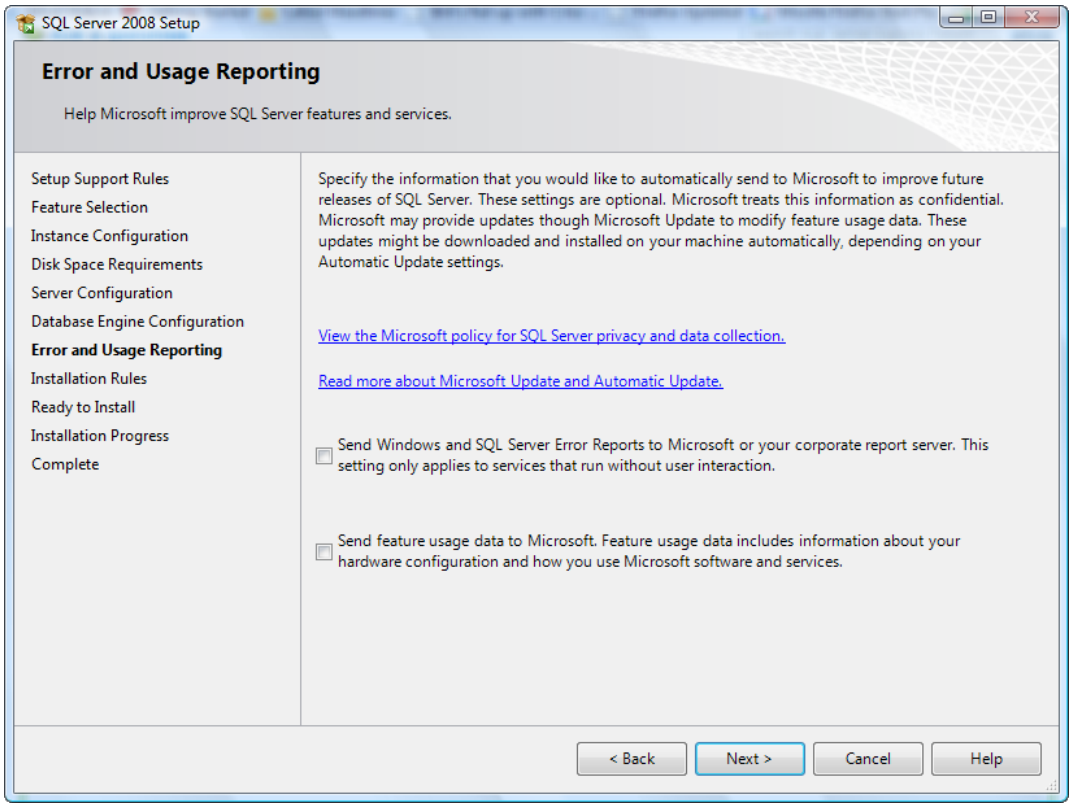


To enter a valid credential, click the *Add Current User* button.

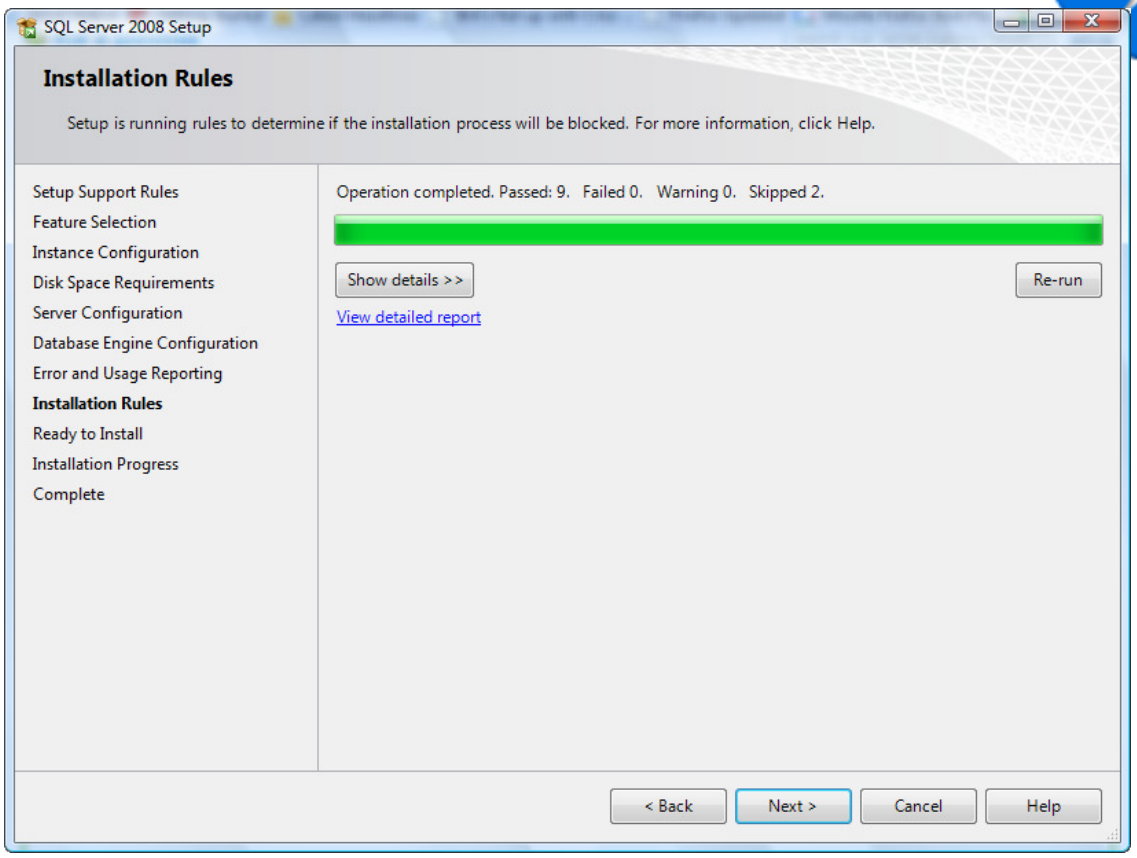
The user will load where you see *Authorised password* below.



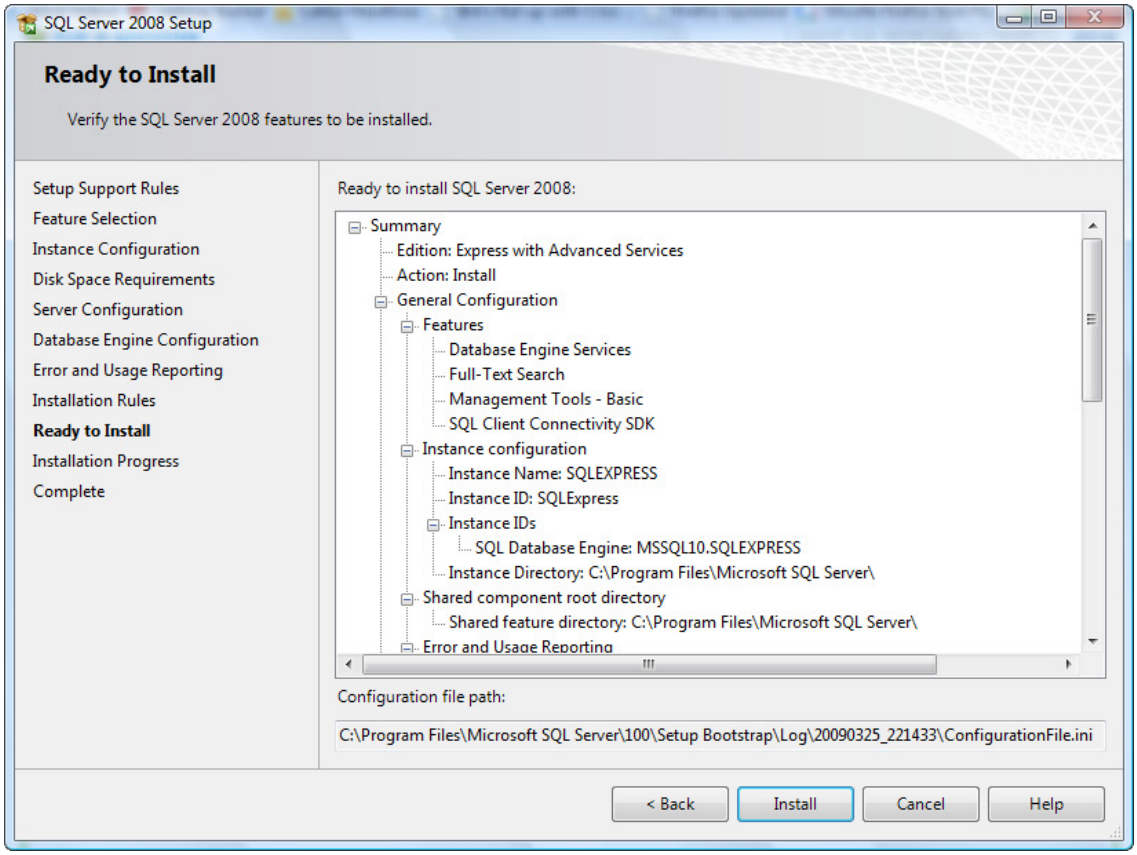
Check those you wish to send, if any, and click *Continue.*



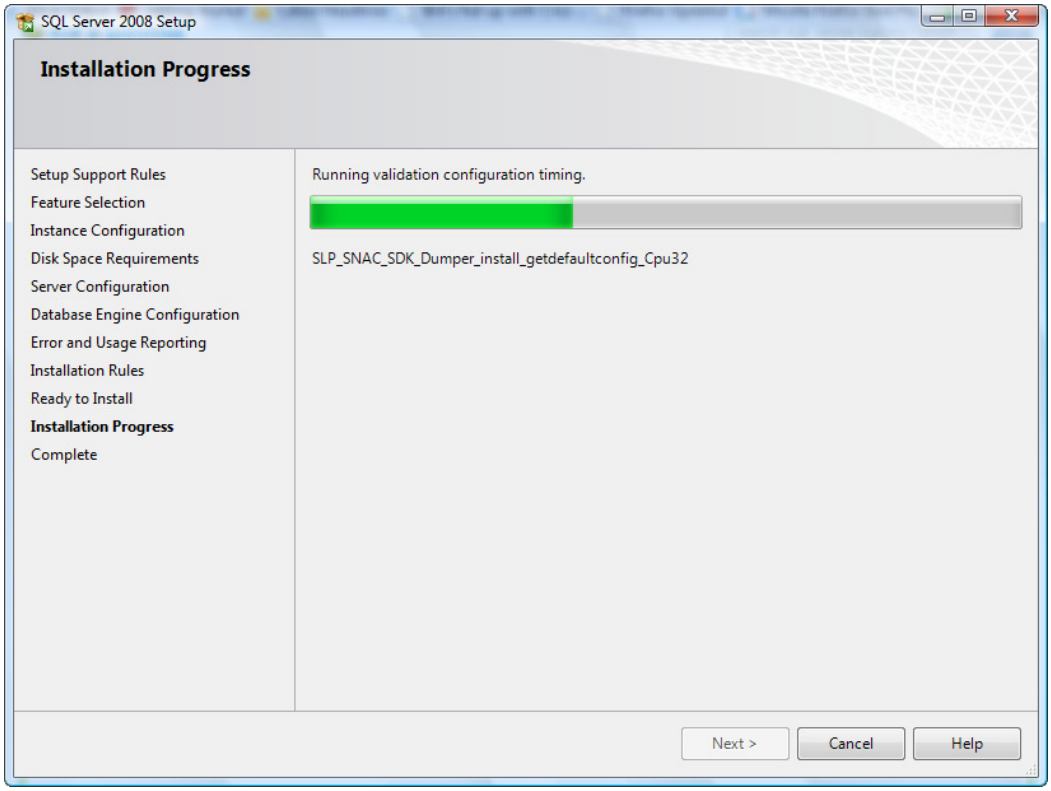
The install will check the rules you have entered. Click *Next*.



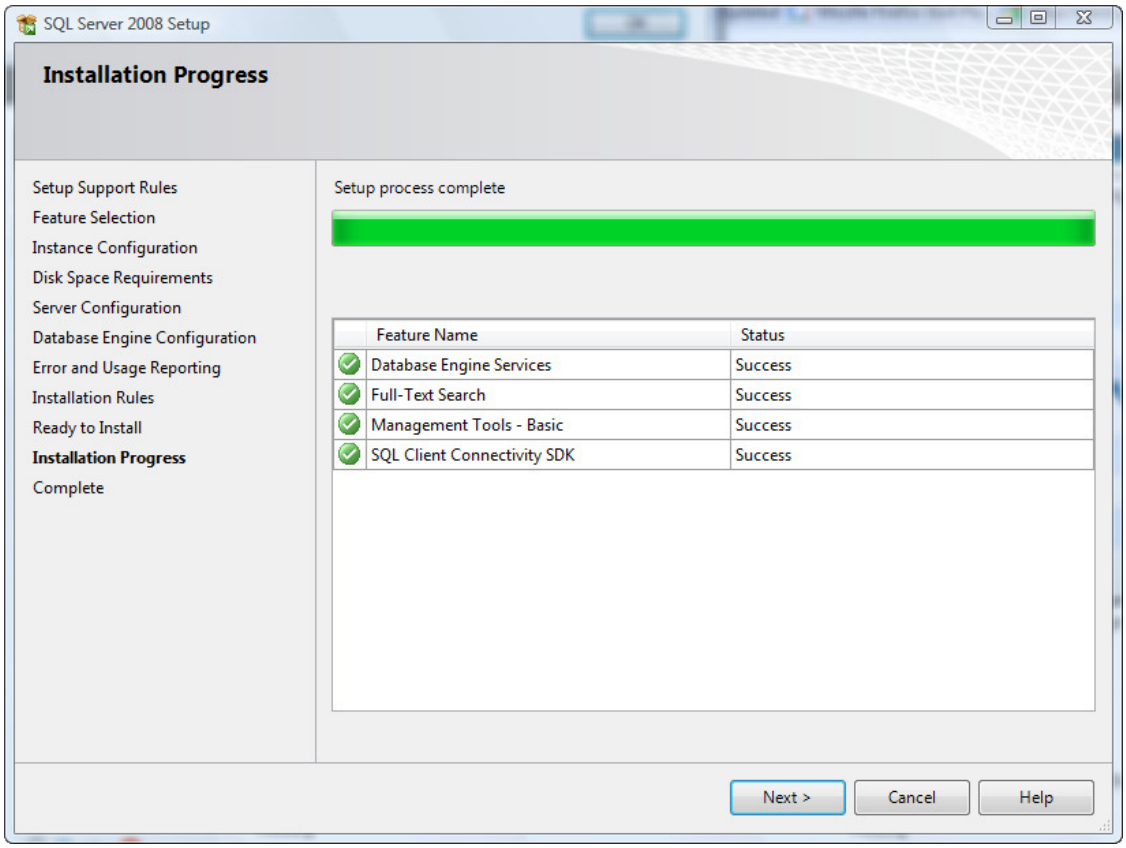
After verifying the install is possible, click *Install*.



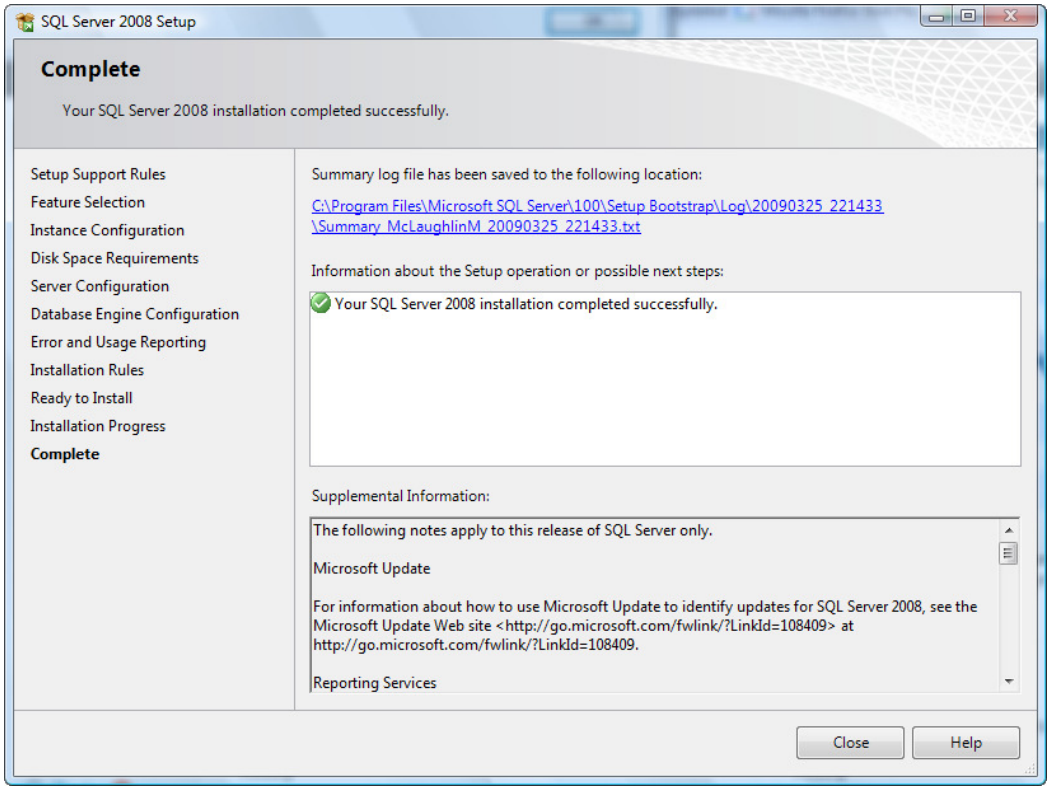
The install will begin.



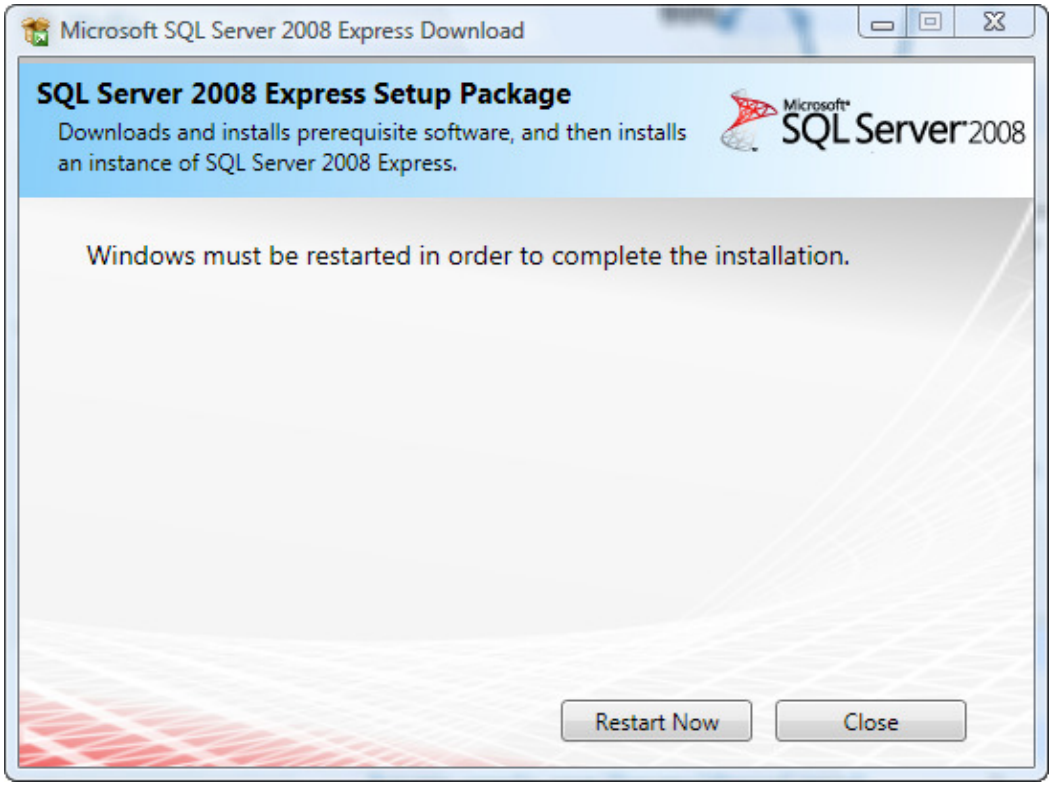
The install has been successful. Click *Next*.



You will see the final installation dialog and log file. Click *Close*.



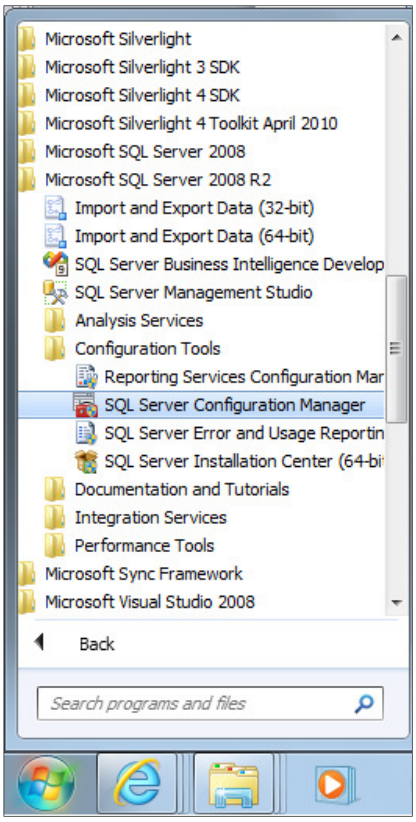
You must reboot your system again when prompted.



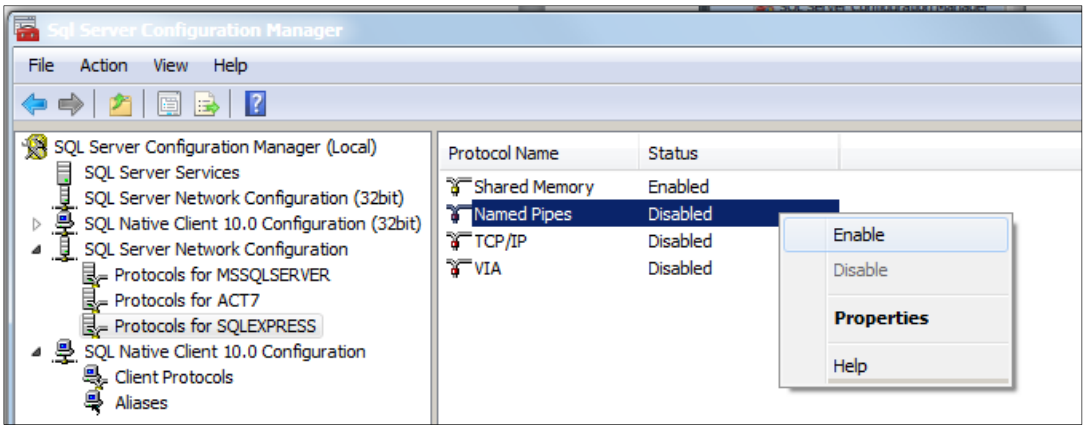
SQL Server 2008 Express has now successfully been installed.

Enabling TCP/IP and Named Pipes Protocols of SQL Server.

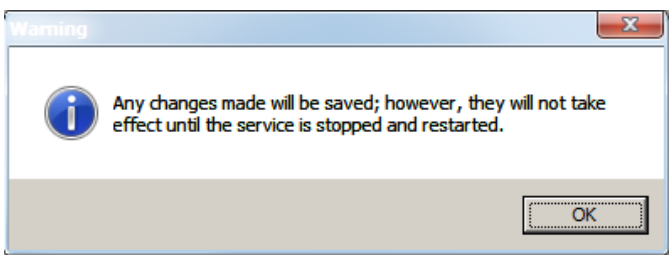
Launch the SQL Server Configuration Manager.



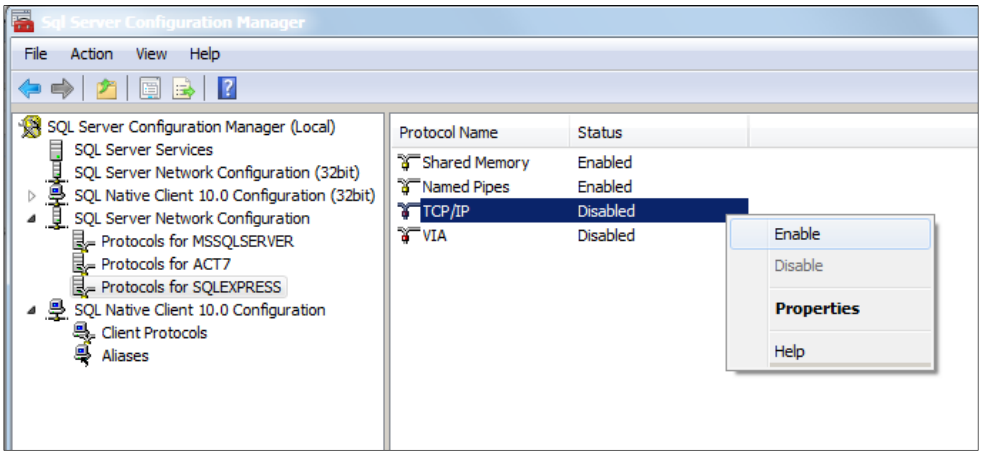
Expand the *SQL Server Network Configuration*. Look for *Protocols for SQLEXPRESS*. Right click on the *Named Pipes* and select *Enable*.



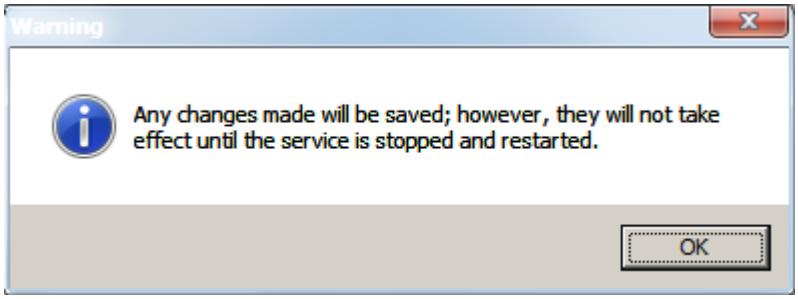
Click *OK* to the message below.



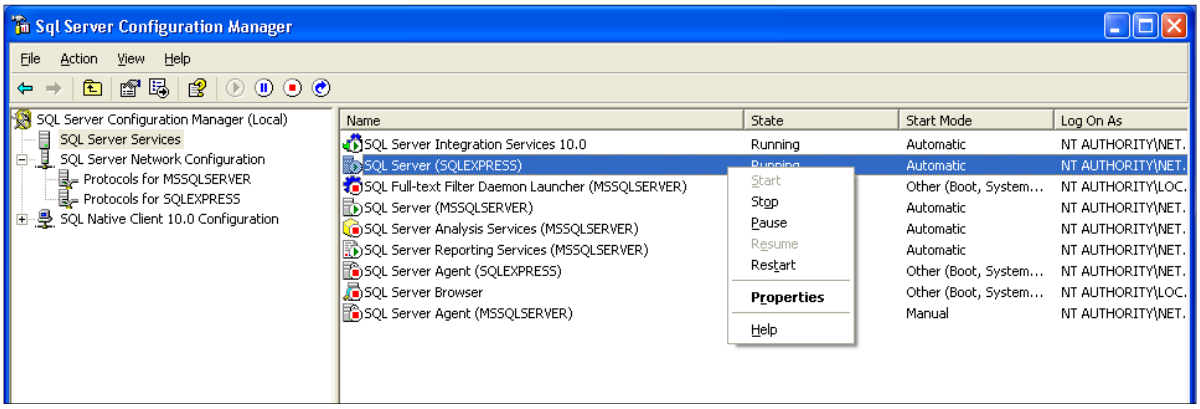
Right click *TCP/IP* and select *Enable.*



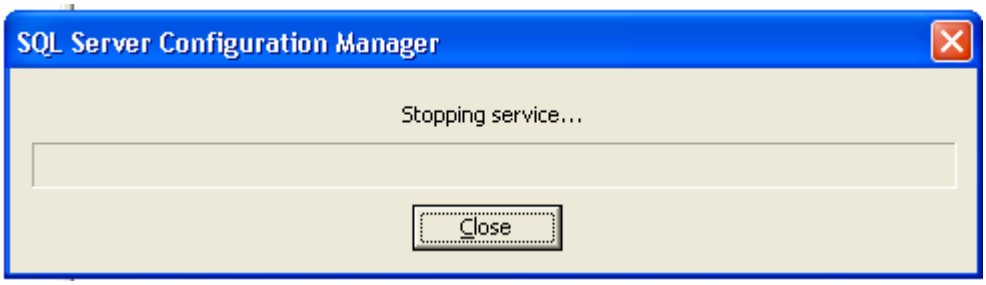
Click *OK* to the below message.



Click the *SQL Server Services*. Right click on the *SQL Server (SQLEXPRESS)* and select *Restart*.



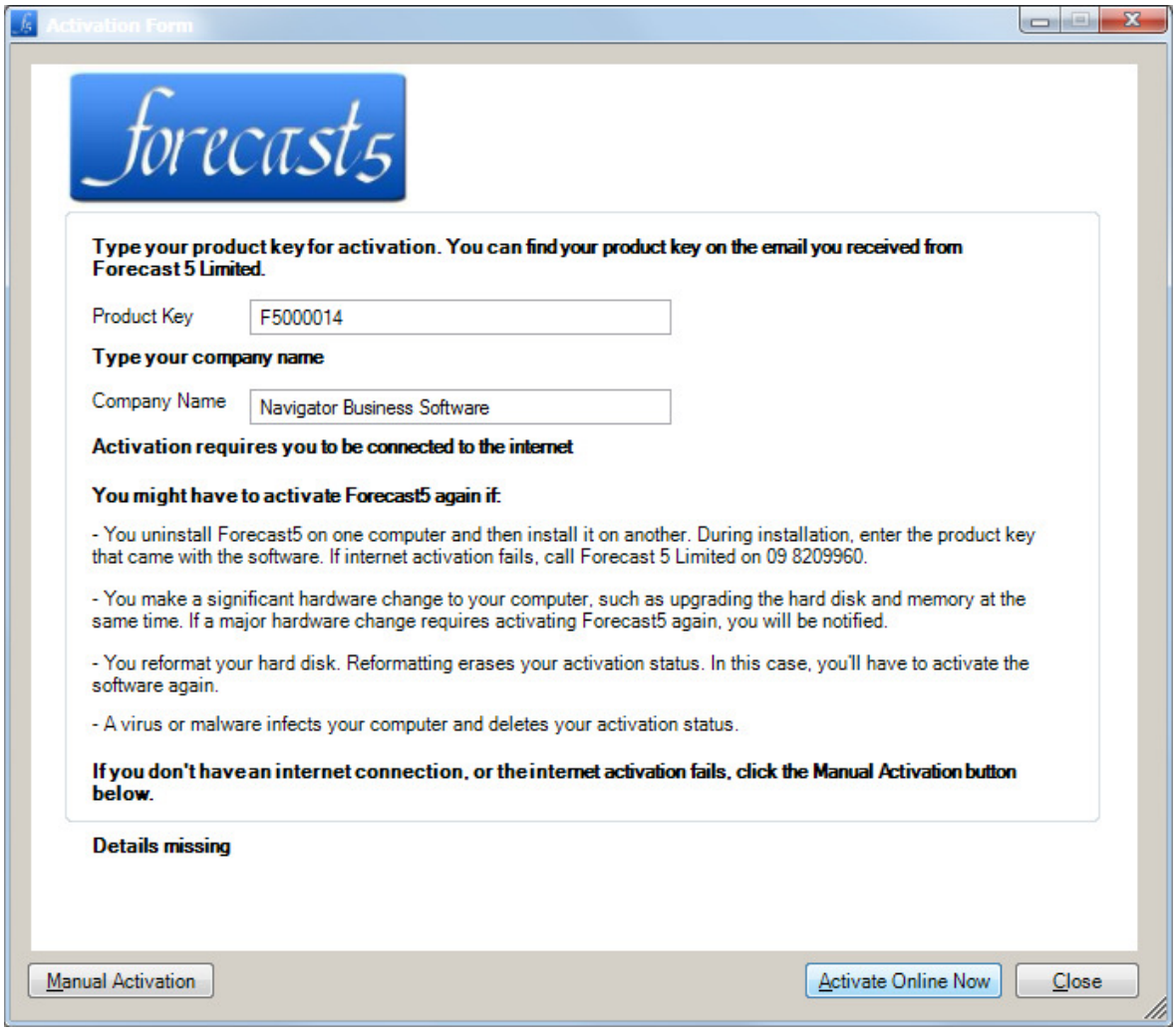
The service will restart. Remote connection has now been enabled.



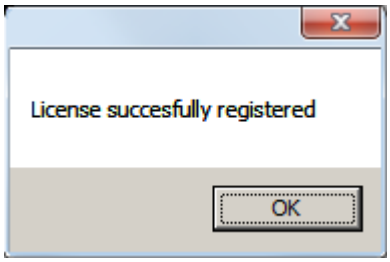
Initial Forecast 5 setup

Launch the program from your desktop or Start Menu.

Enter Product Key and Company Name (check that the name is spelt exactly as in the email you received). Click *Activate Online Now* button to continue.



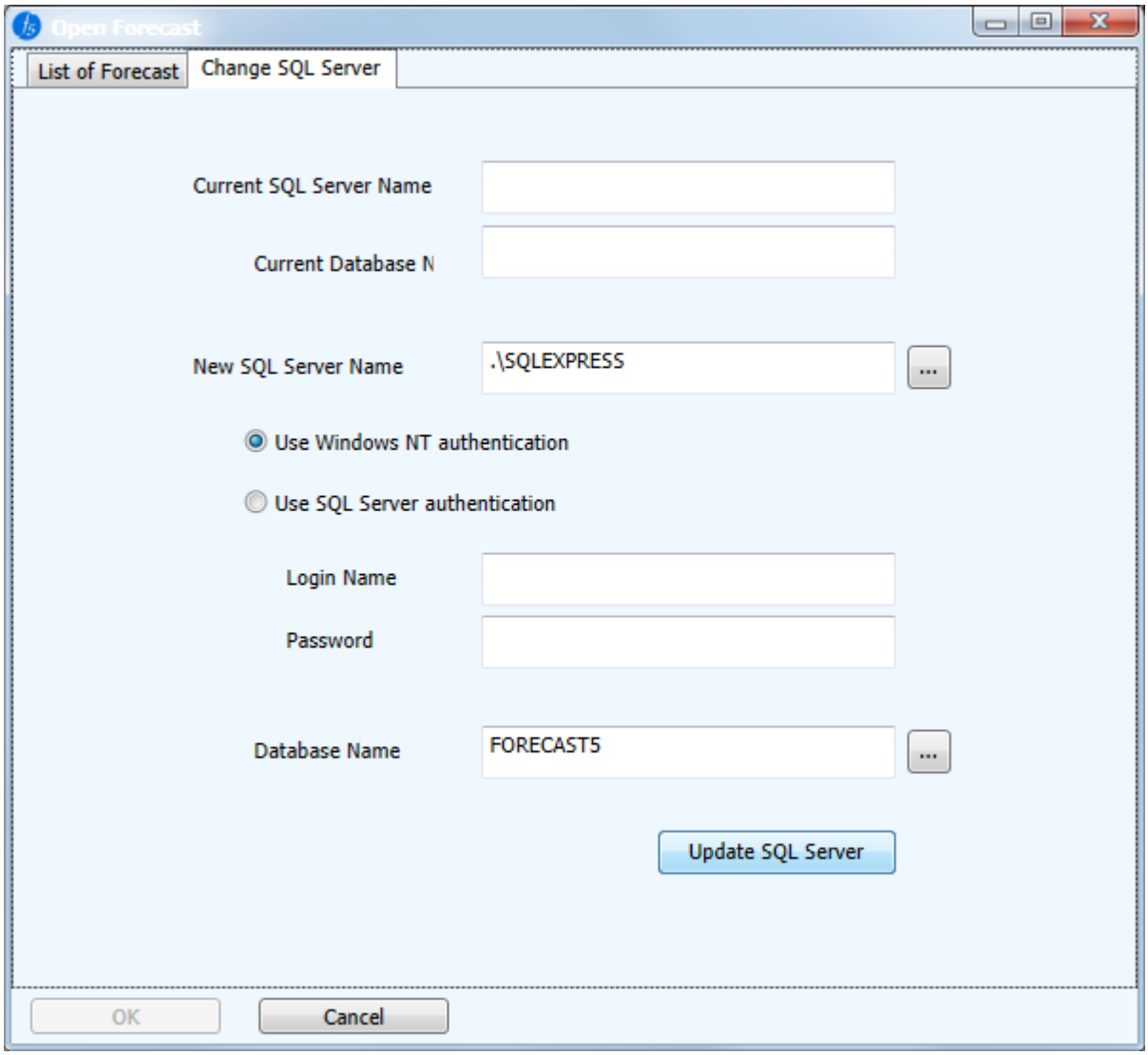
Click *OK.*



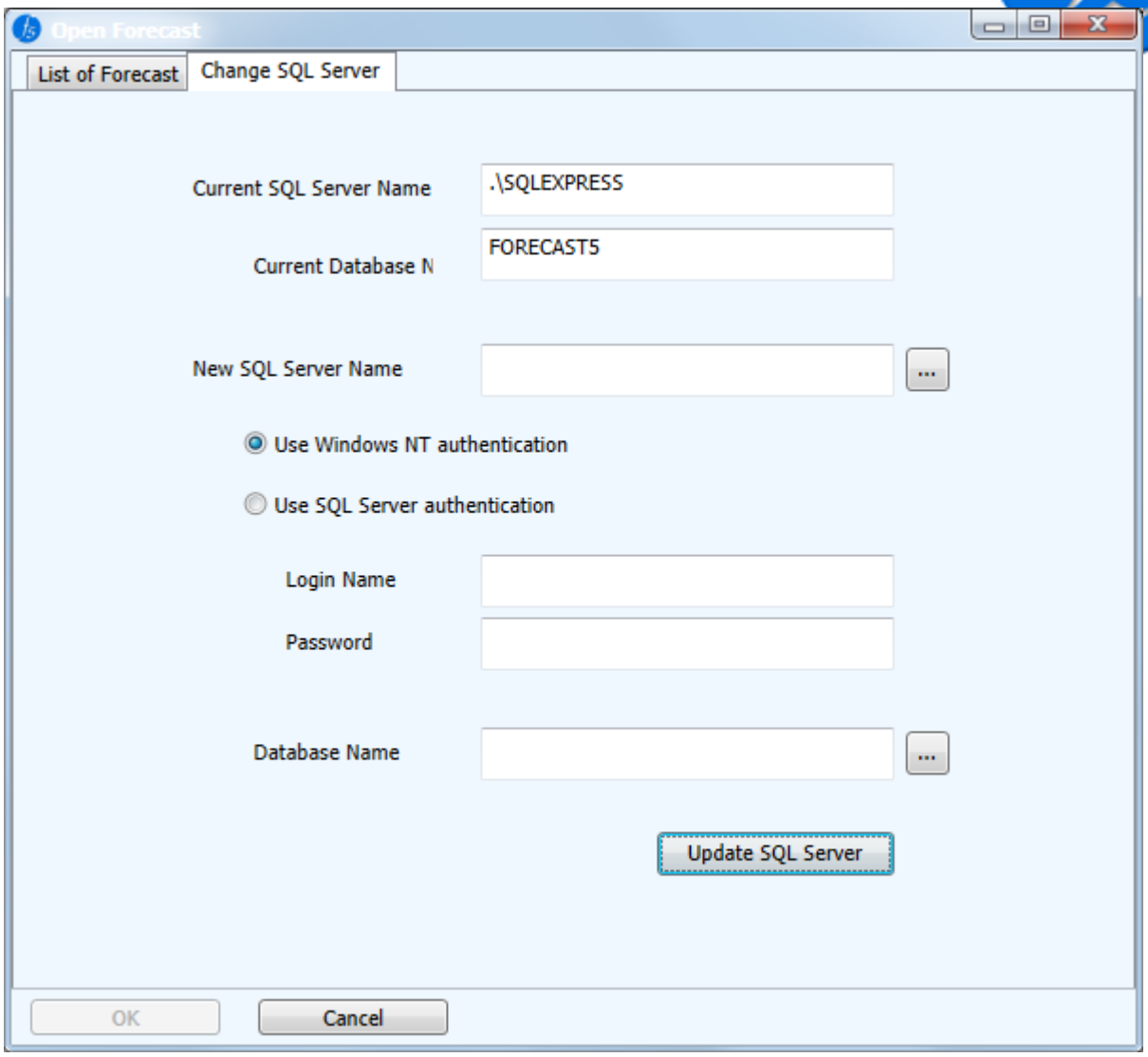
Enter the details below into the *New SQL Server Name* and *Database Name*.

New SQL Server Name (for stand alone installation): .\SQLEXPRESS

New SQL Server Name (for server): e.g. Servername\SQLEXPRESS



Click *Update SQL Server* button to continue.

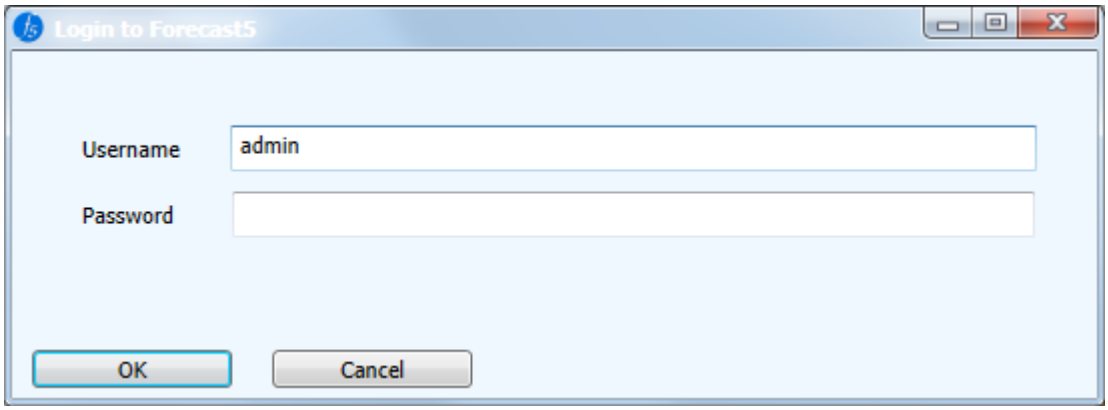


You have now completed the initial setup for Forecast 5.

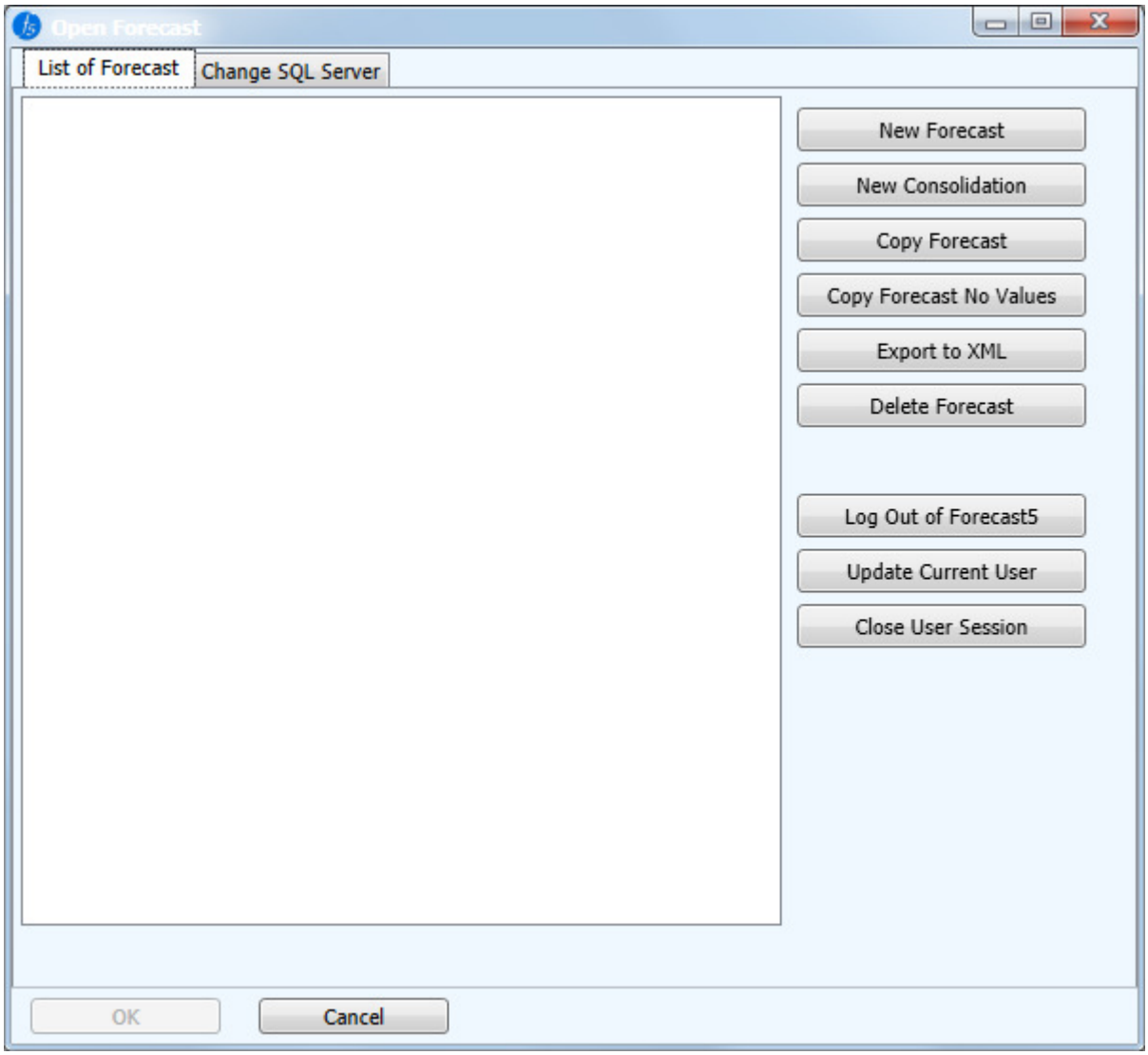
Creating a Forecast

You will first need to Login to Forecast 5. Use the default login details below.

Username: admin Password: (blank)



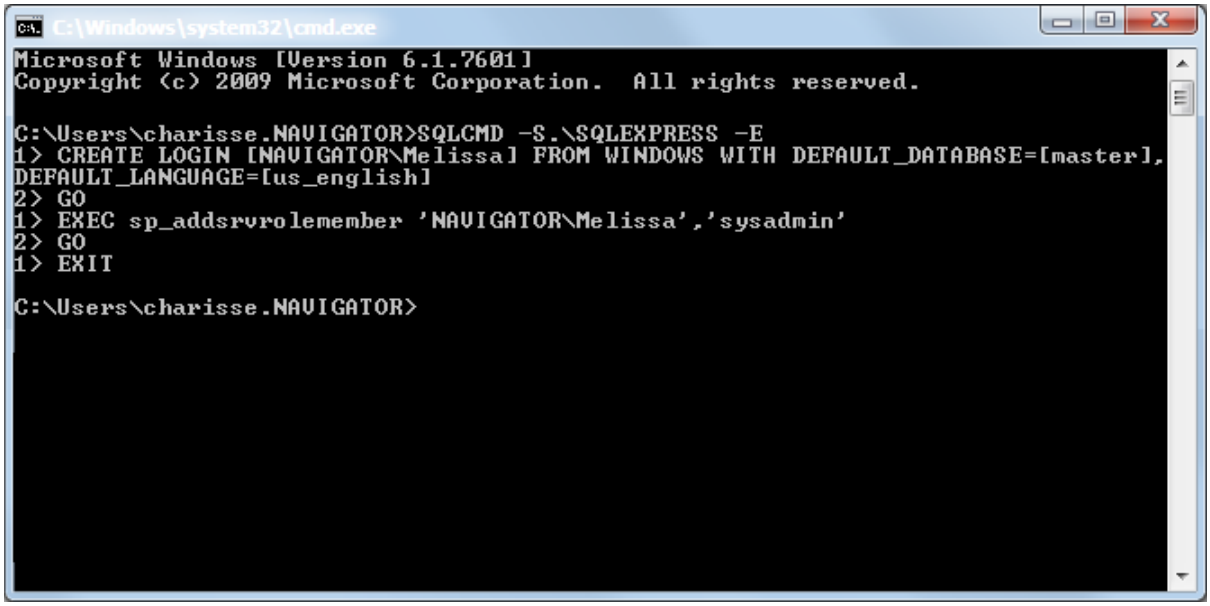
Click *OK* to continue. Click the *New Forecast* button to create the forecast.



SQL Scripts to add users without administrator rights

Login to computer as an administrator

Type the following commands in the command prompt (replace the italics with your own username and domain):



1. SQLCMD -S.\SQLEXPRESS -E

2. CREATE LOGIN [*DOMAIN_NAME*|*USER_NAME*\ FROM WINDOWS WITH DEFAULT_DATABASE=[master], DEFAULT_LANGUAGE=[us_english]

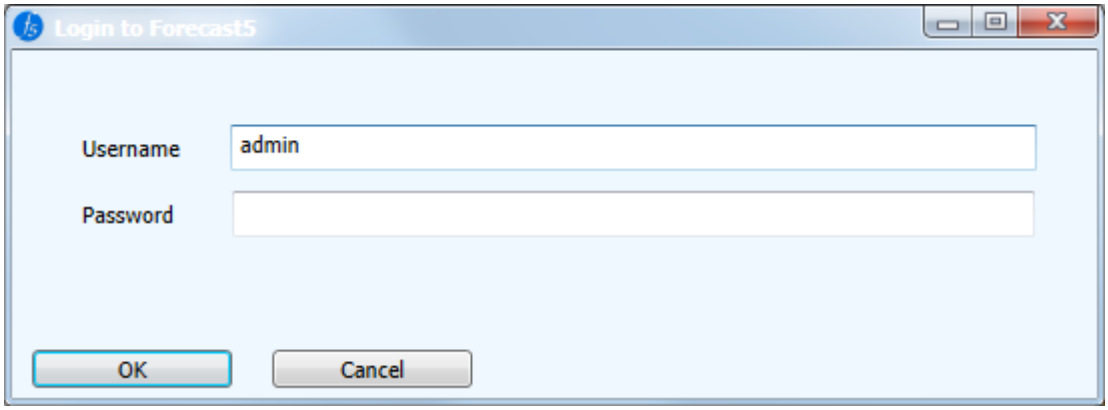
3. GO

4. EXEC sp_addsrvrolemember '*DOMAIN_NAME*|*USER_NAME*', 'sysadmin'

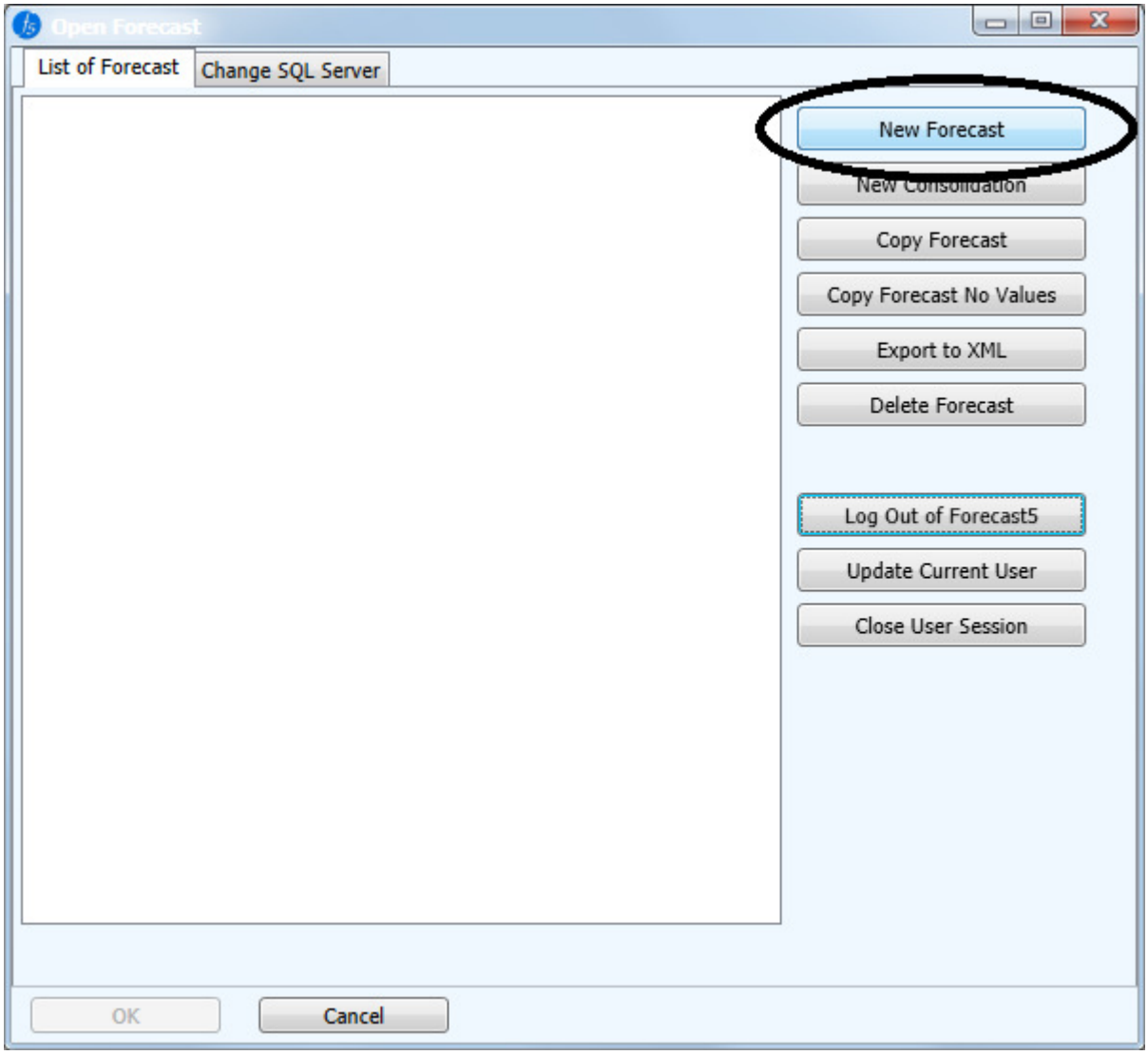
5. GO

Converting your forecast to Forecast 5

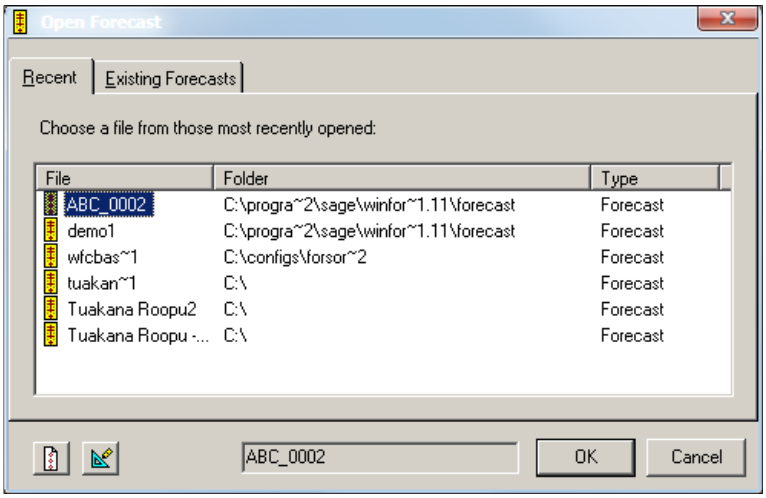
Open Forecast 5 and log in.

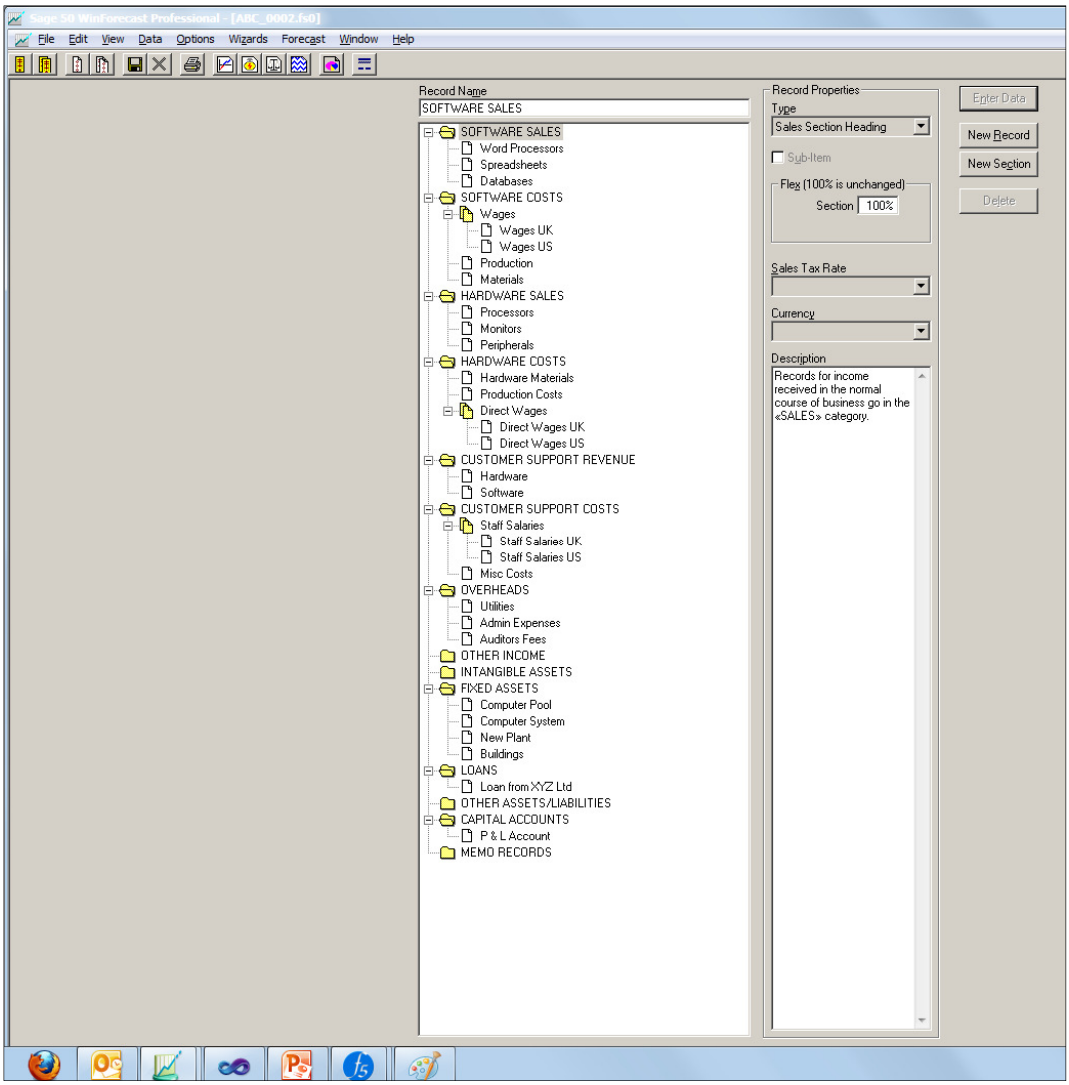


Click *New Forecast*.

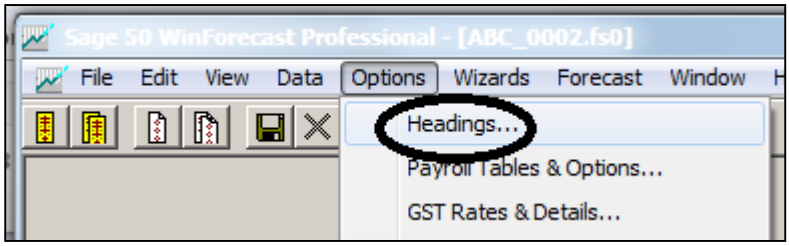


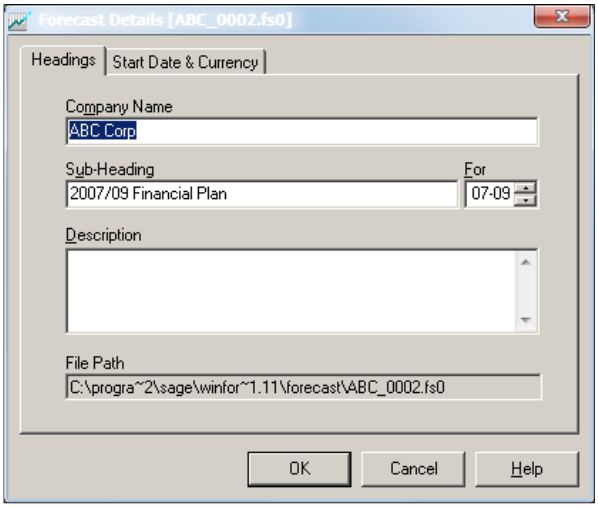
Open WinForecast and open the Forecast to be converted.

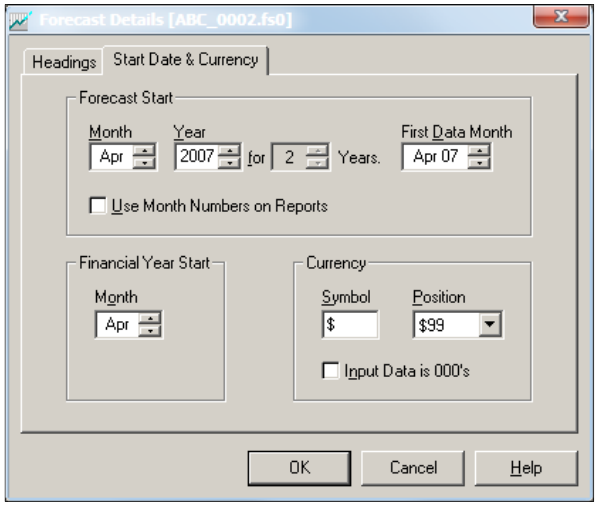


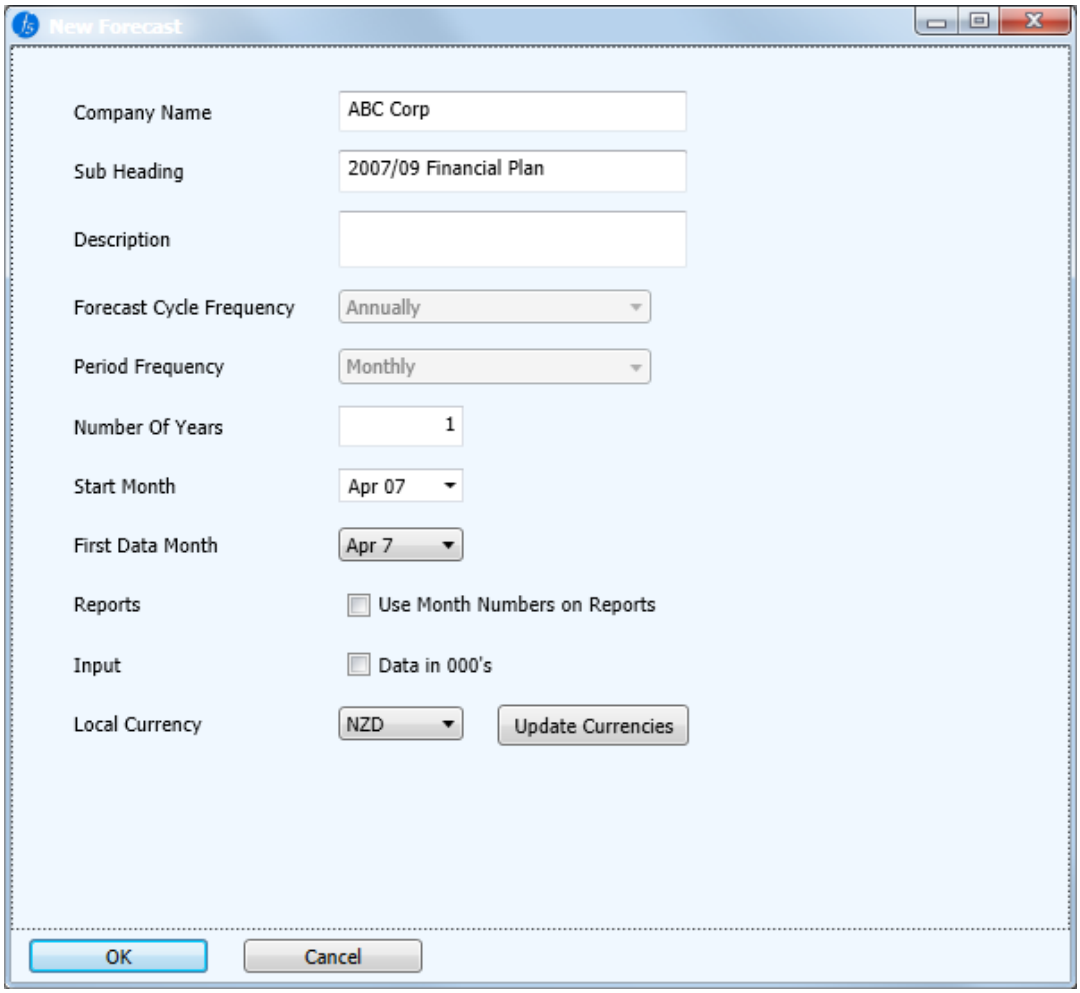


Copy the Forecast details from Winforecast to the new Forecast in Forecast 5.

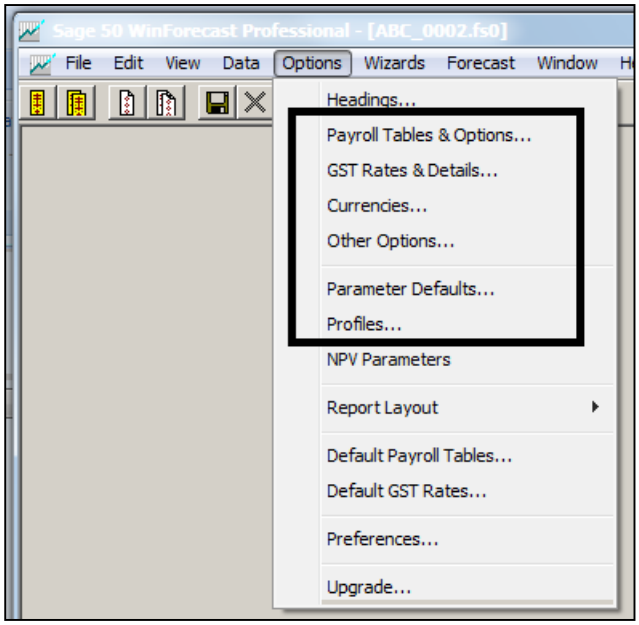


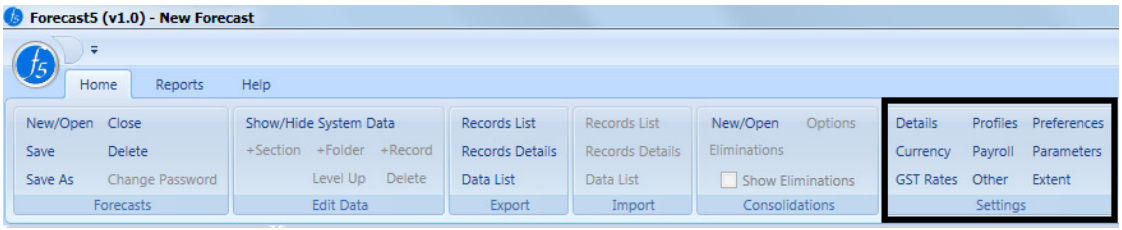




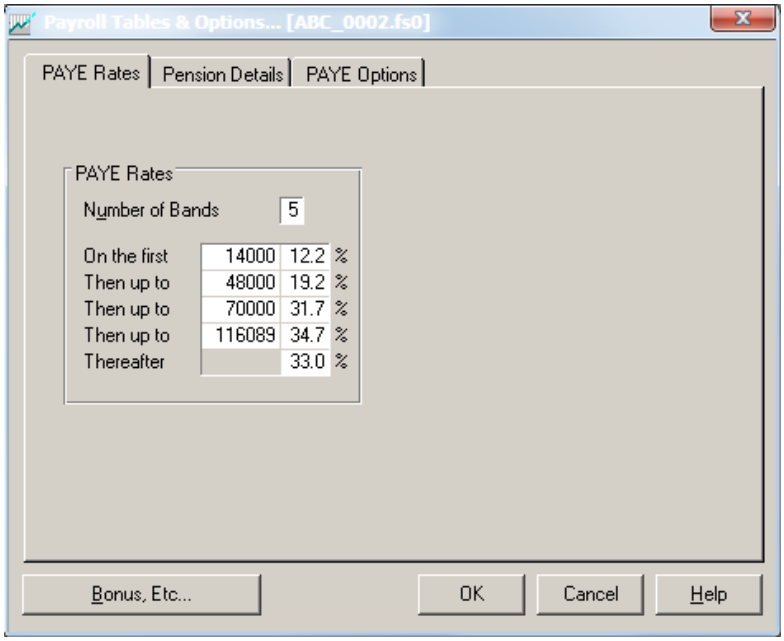


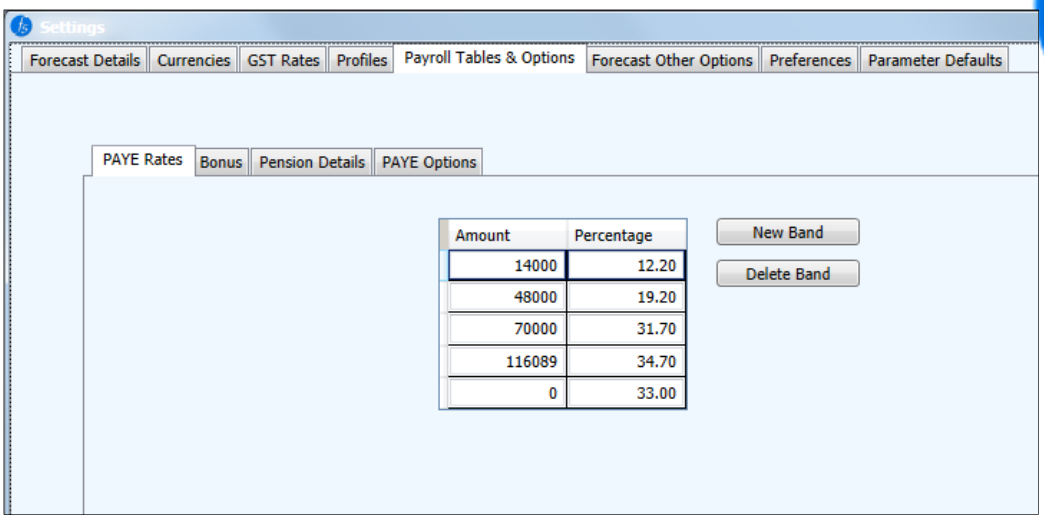
Enter the Forecast settings from Winforecast to Forecast 5.



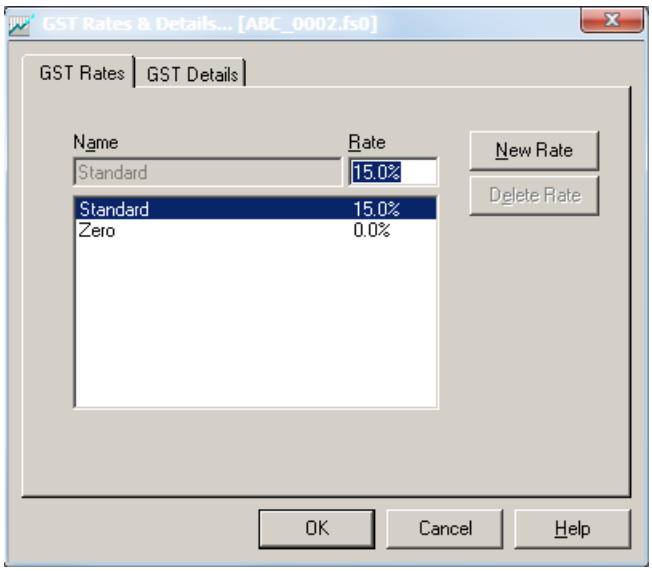


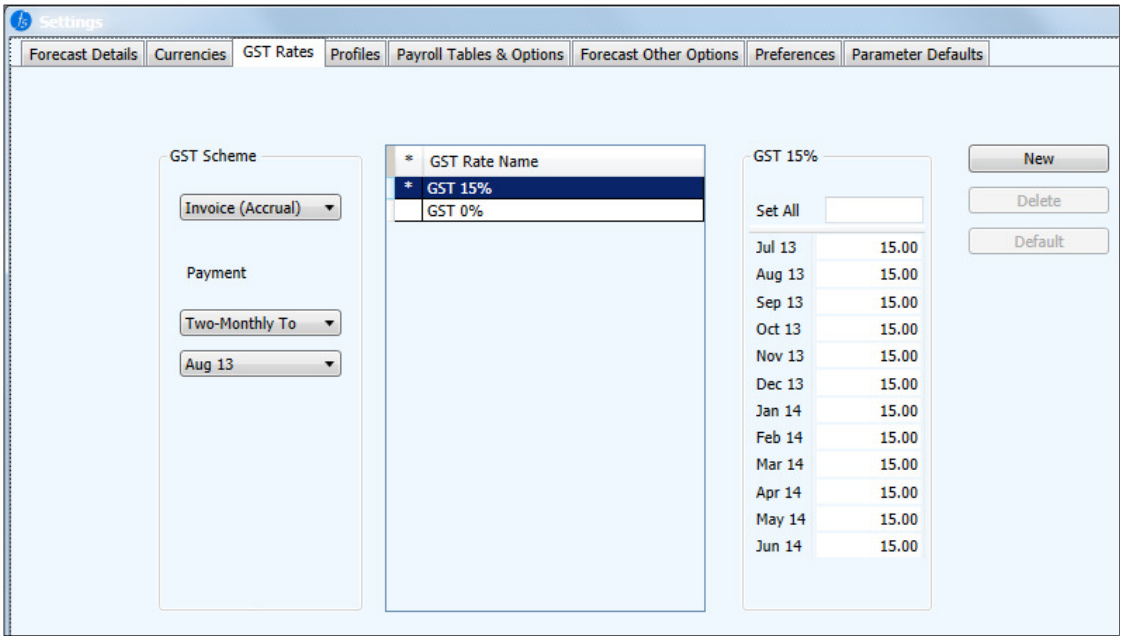
Payroll Tables and Other Options



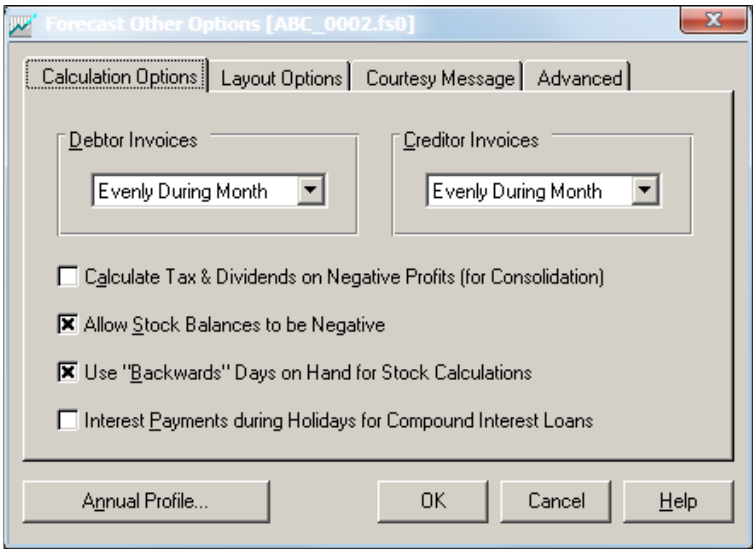


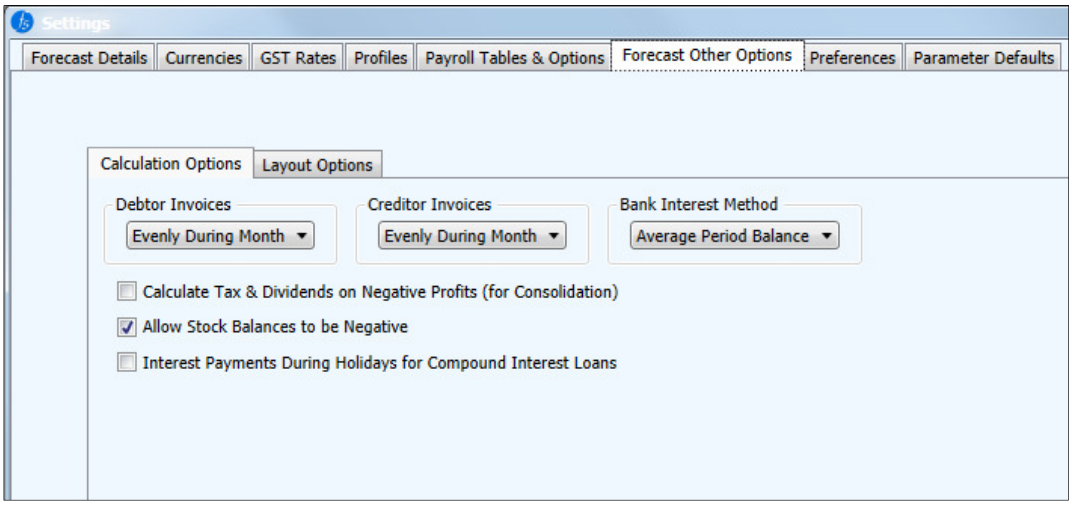
GST Rates & Details:



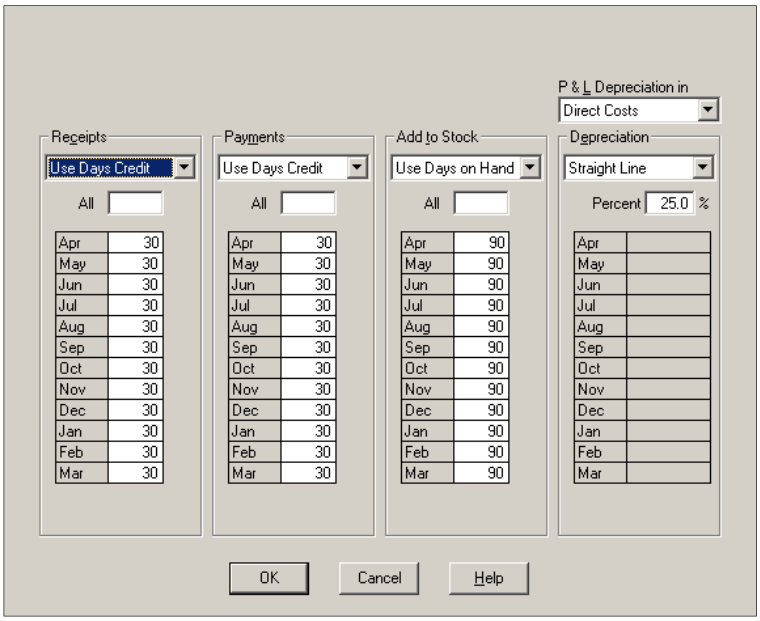


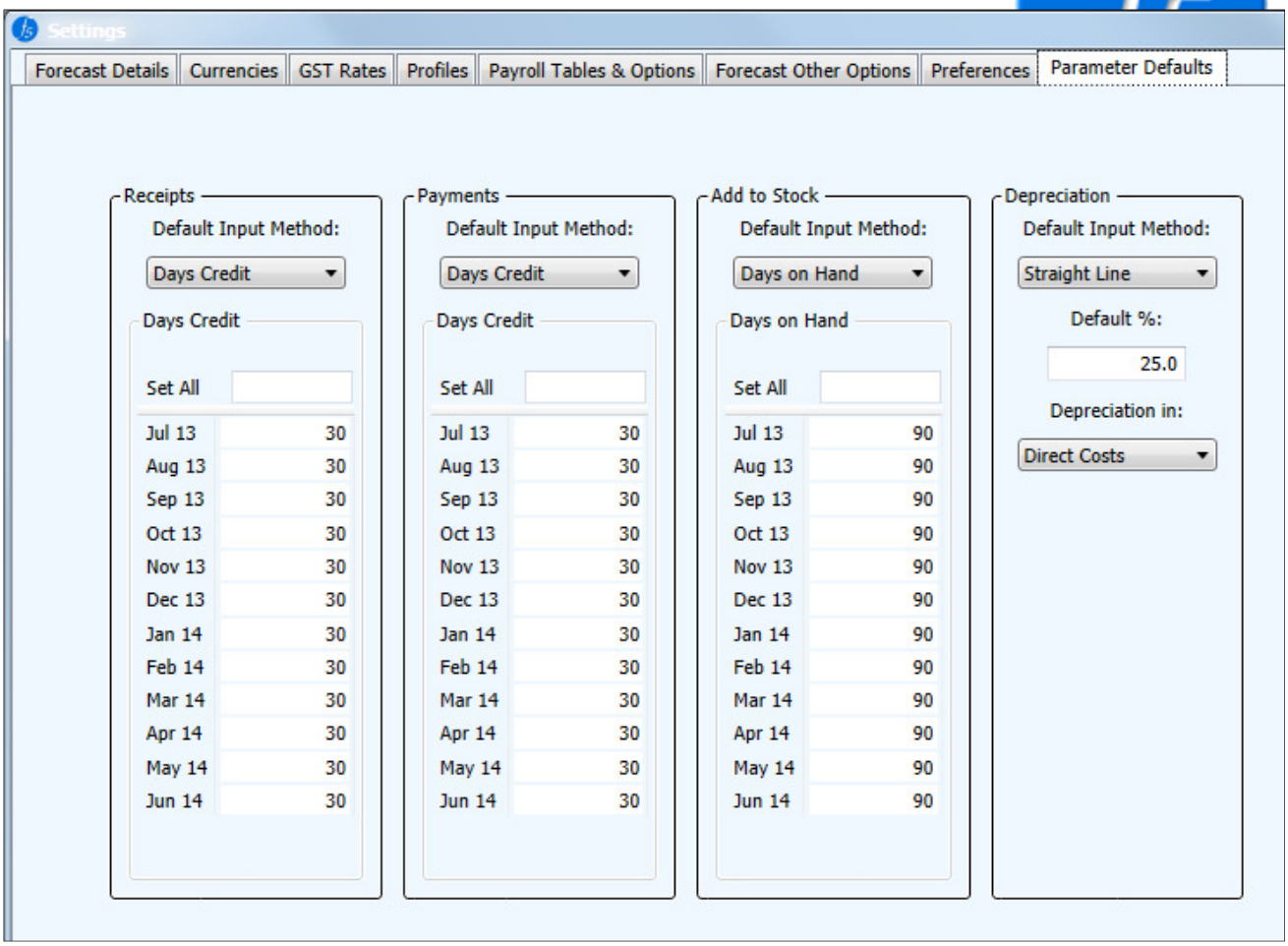
Other Options:



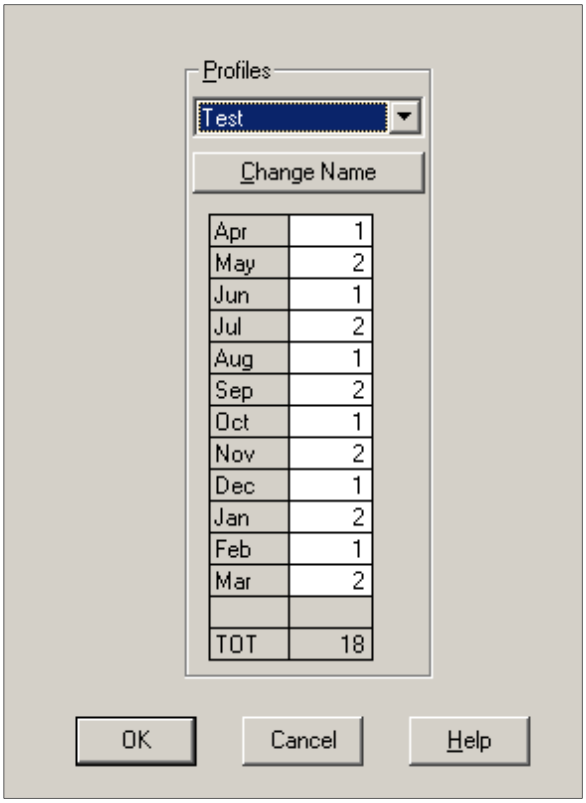


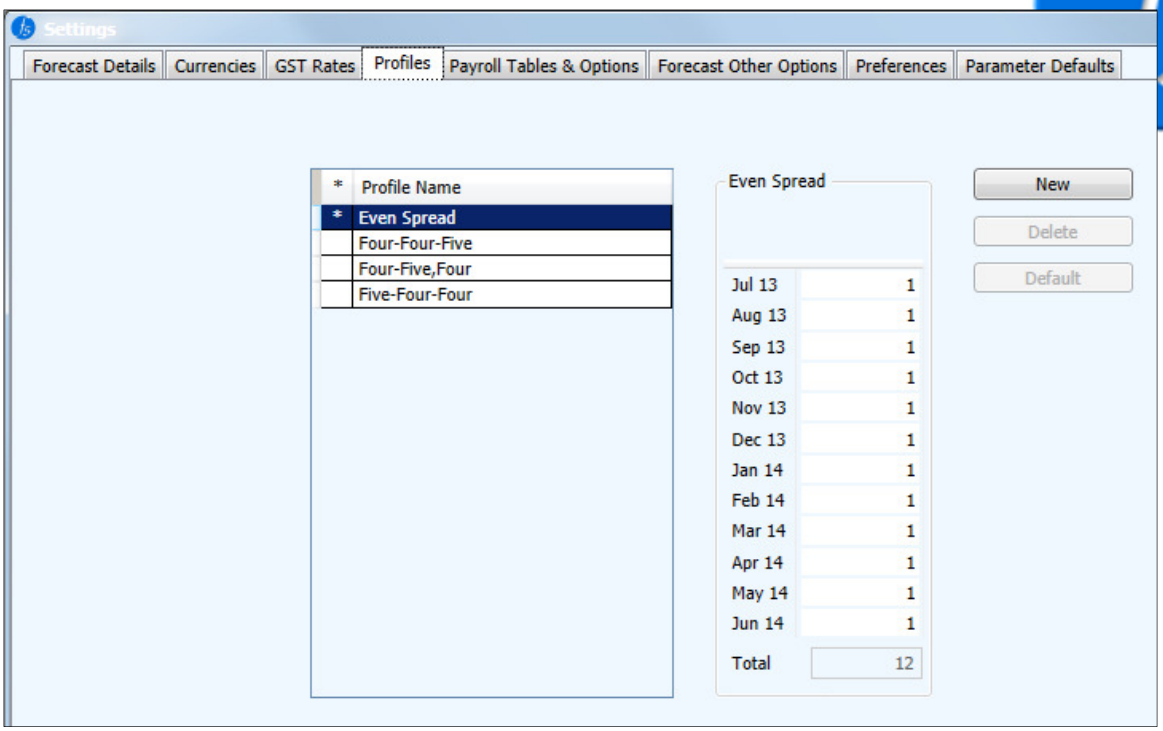
Parameter defaults:



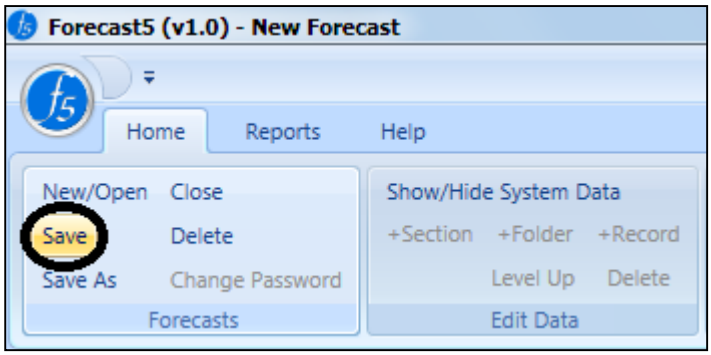

Settings
Forecast Details
Currencies
GST Rates
Profiles
Payroll Tables & Options
Forecast Other Options
Preferences
Parameter Defaults
Receipts
Default Input Method:
Days Credit
Days Credit
Set All
Jul 13 30
Aug 13 30
Sep 13 30
Oct 13 30
Nov 13 30
Dec 13 30
Jan 14 30
Feb 14 30
Mar 14 30
Apr 14 30
May 14 30
Jun 14 30
Payments
Default Input Method:
Days Credit
Days Credit
Set All
Jul 13 30
Aug 13 30
Sep 13 30
Oct 13 30
Nov 13 30
Dec 13 30
Jan 14 30
Feb 14 30
Mar 14 30
Apr 14 30
May 14 30
Jun 14 30
Add to Stock
Default Input Method:
Days on Hand
Days on Hand
Set All
Jul 13 90
Aug 13 90
Sep 13 90
Oct 13 90
Nov 13 90
Dec 13 90
Jan 14 90
Feb 14 90
Mar 14 90
Apr 14 90
May 14 90
Jun 14 90
Depreciation
Default Input Method:
Straight Line
Default %:
25.0
Depreciation in:
Direct Costs

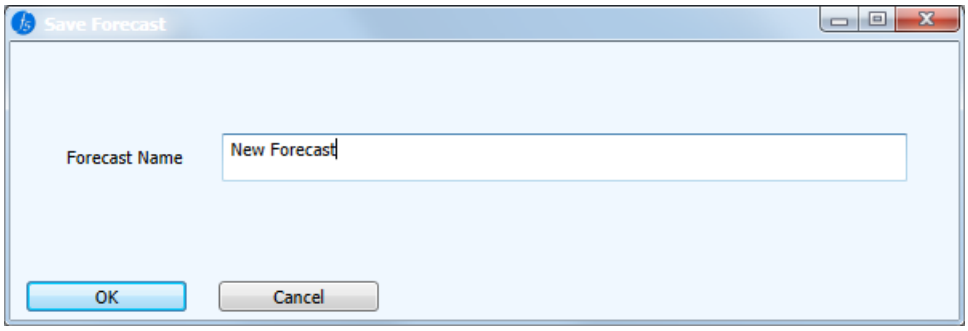
Profiles:

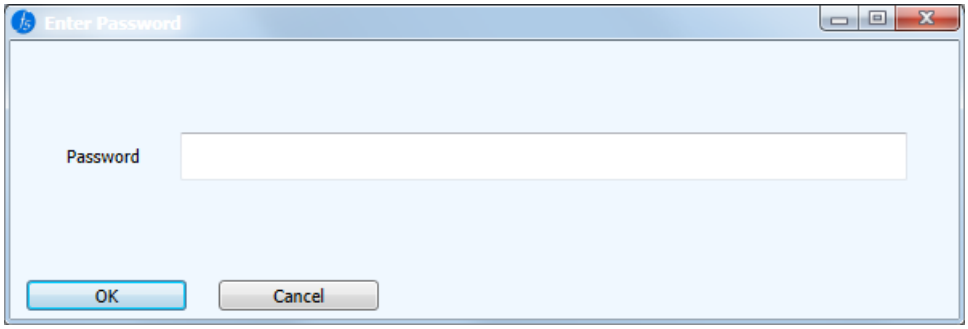

Profiles
Test
Change Name
Apr 1
May 2
Jun 1
Jul 2
Aug 1
Sep 2
Oct 1
Nov 2
Dec 1
Jan 2
Feb 1
Mar 2
TOT 18
OK
Cancel
Help



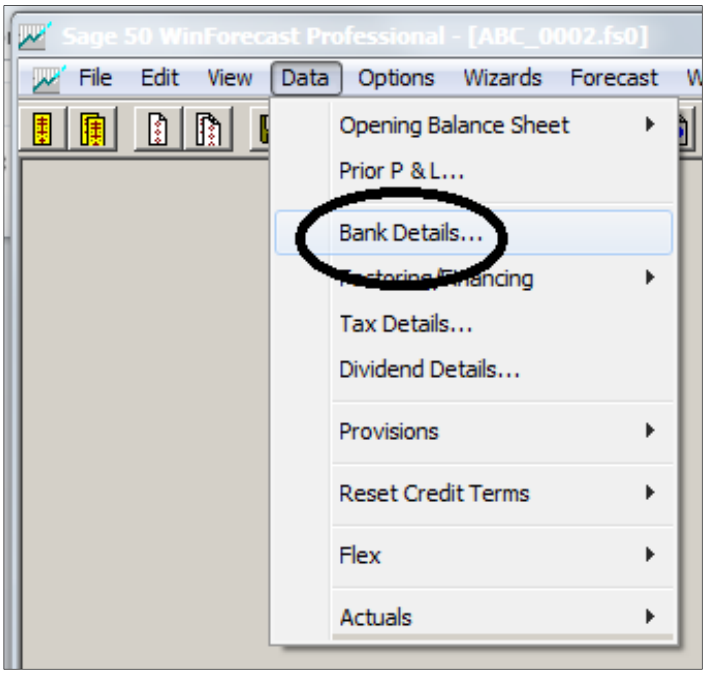
Save Forecast – enter Forecast name and password (can be blank)

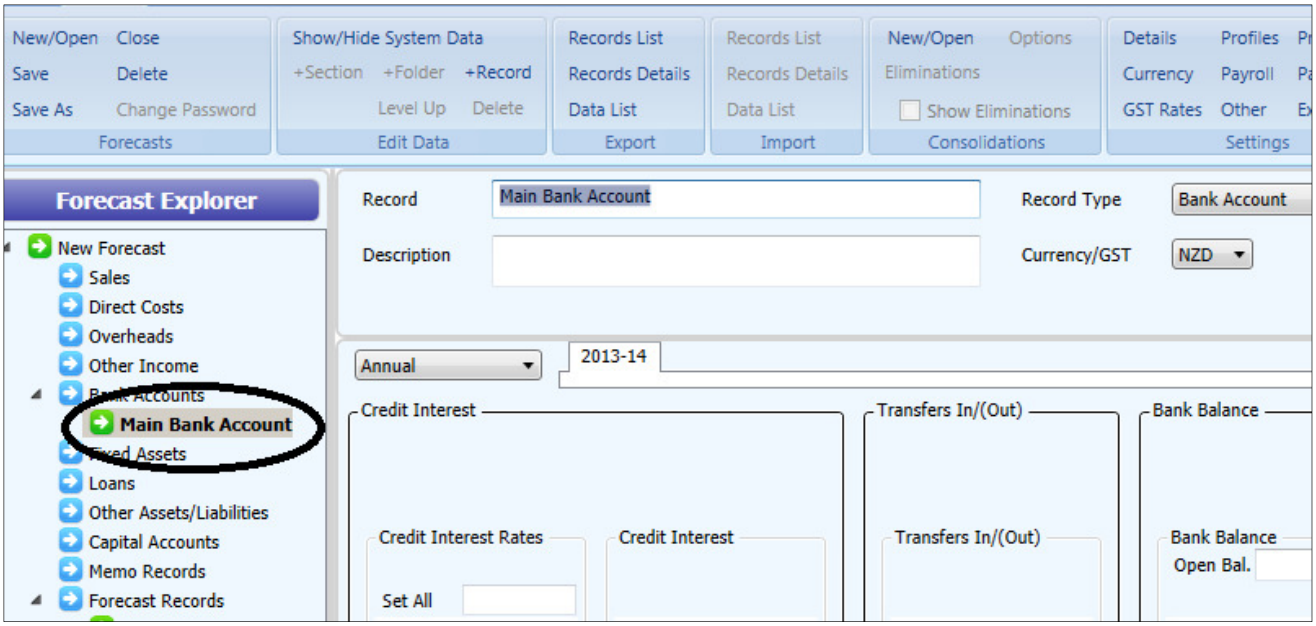




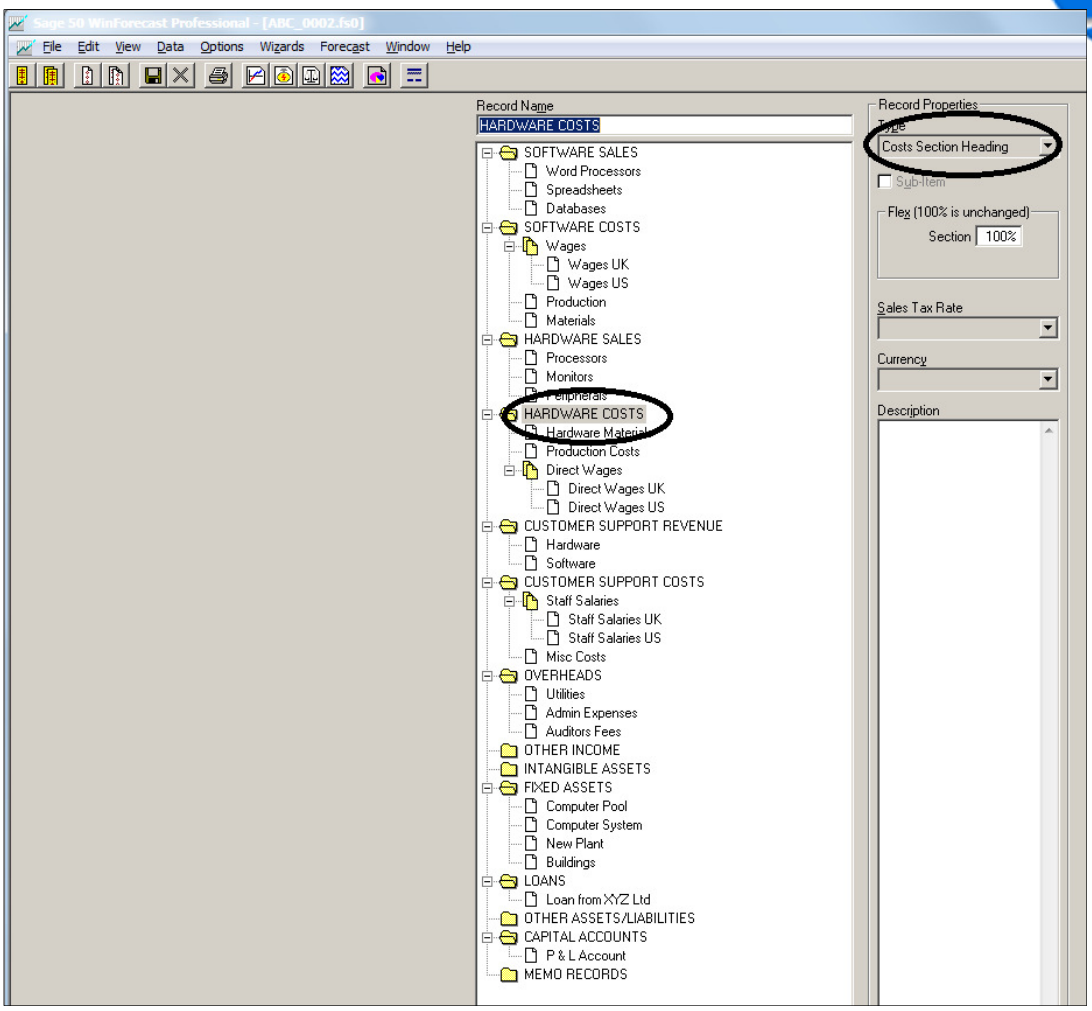


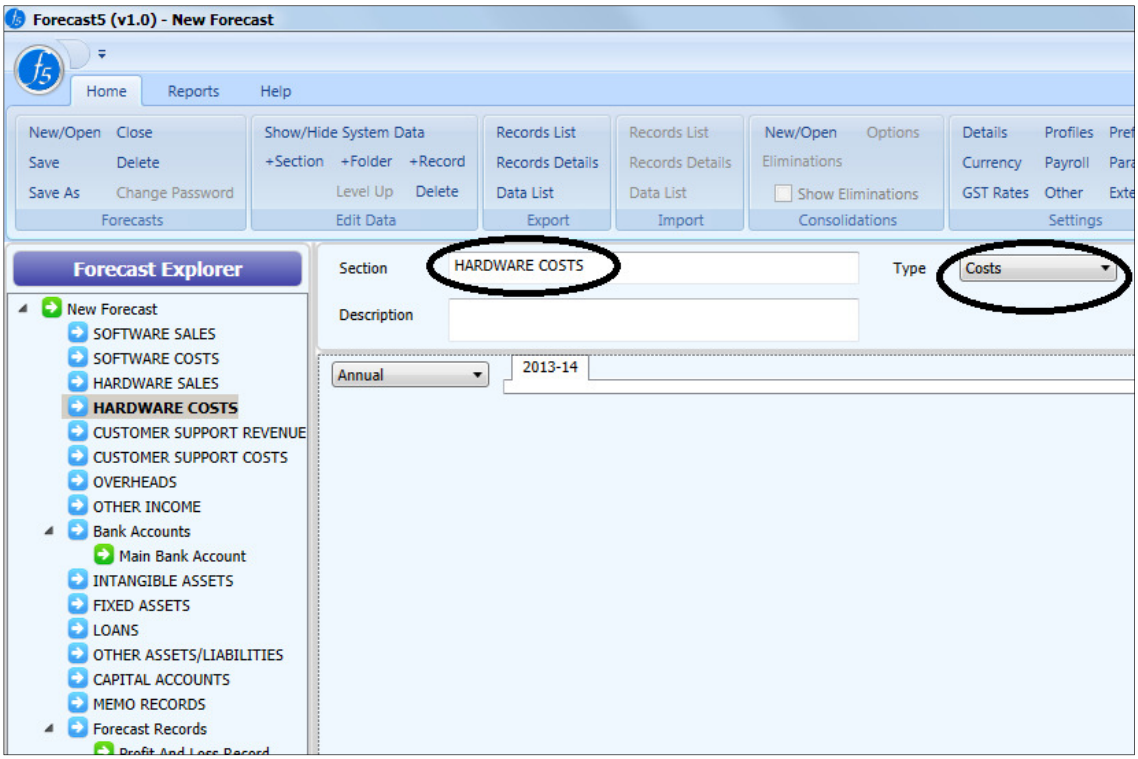
Copy Bank details from Winforecast to Forecast 5.





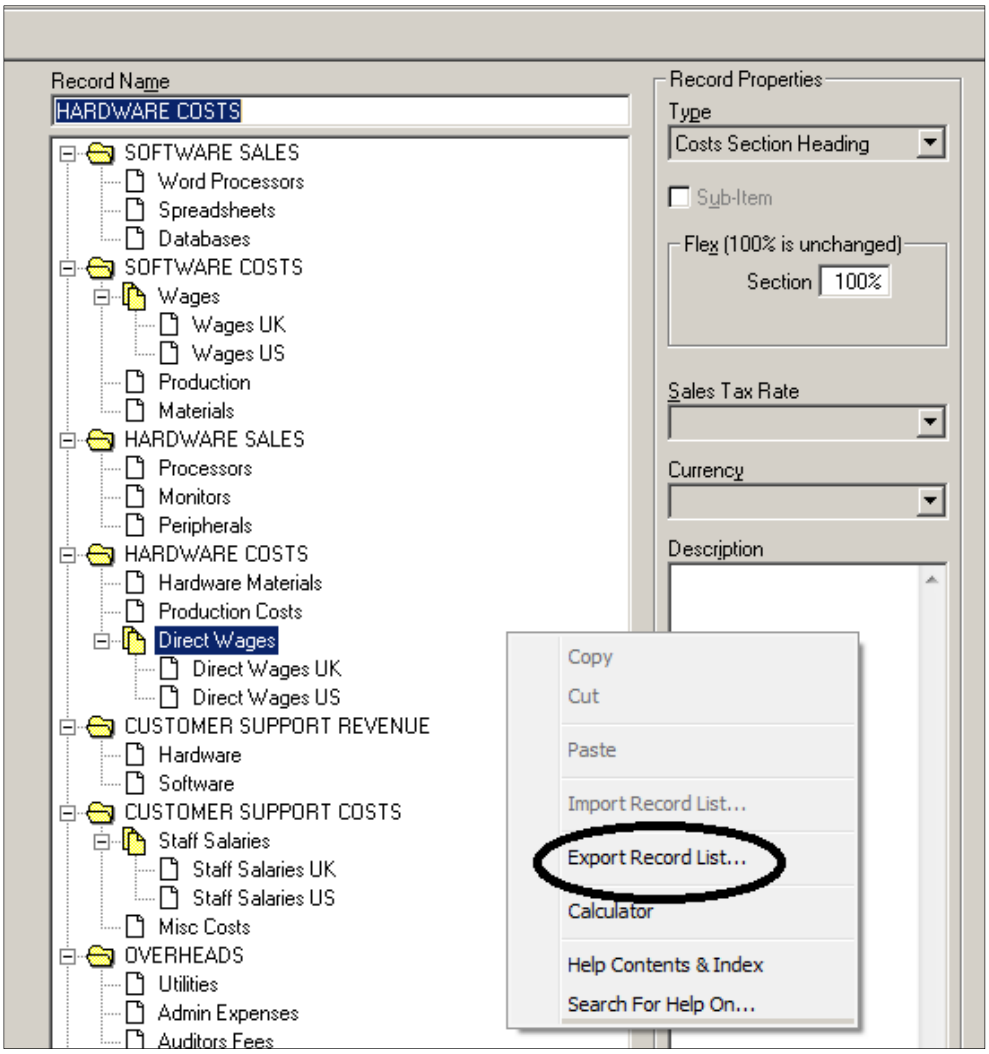
Copy sections headings from Winforecast to Forecast 5.



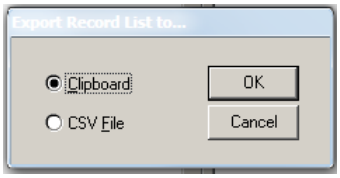


Copy records from Winforecast to Forecast 5.

In Winforecast, right click on the record list and select *"Export Record List"*.

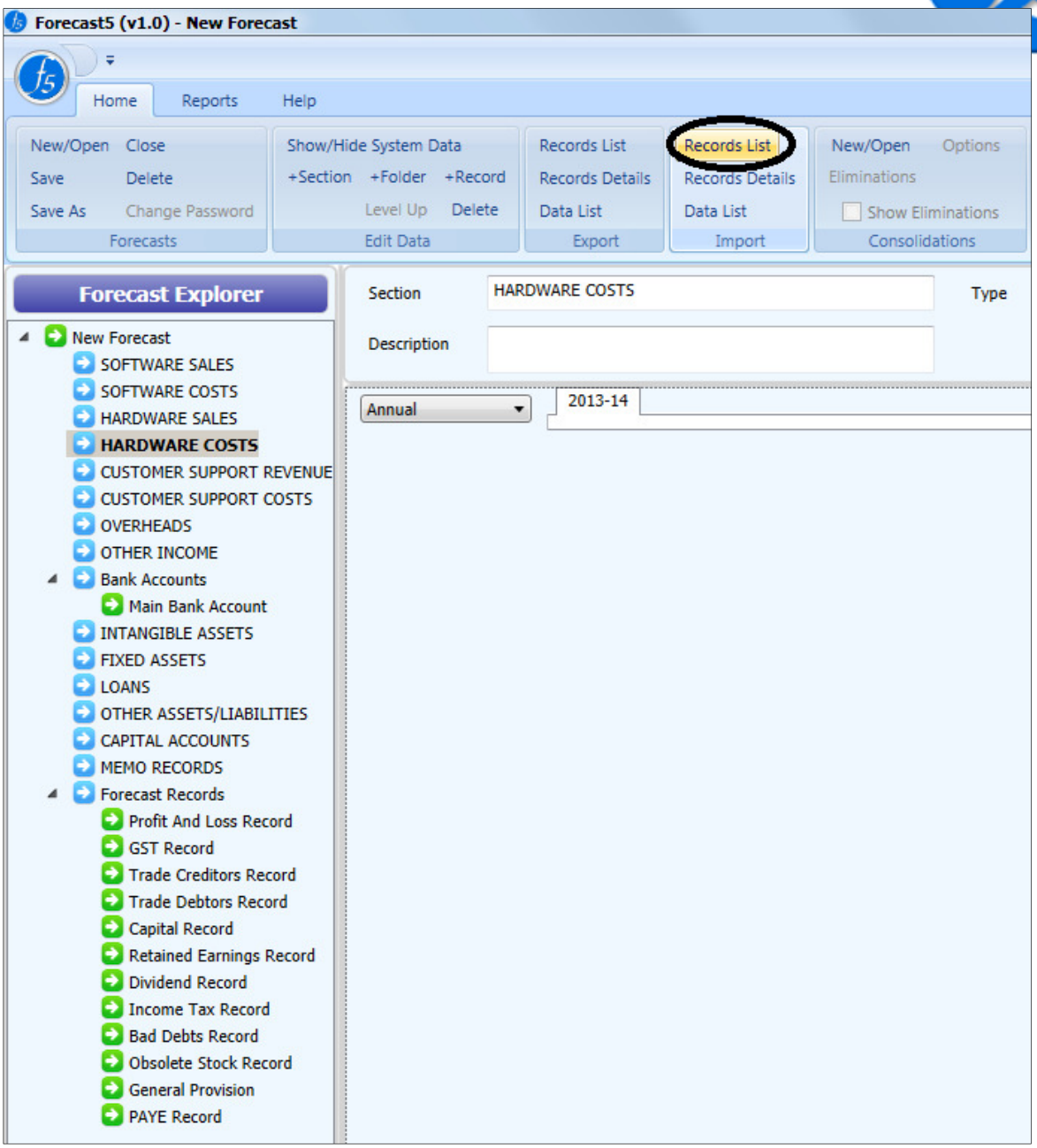


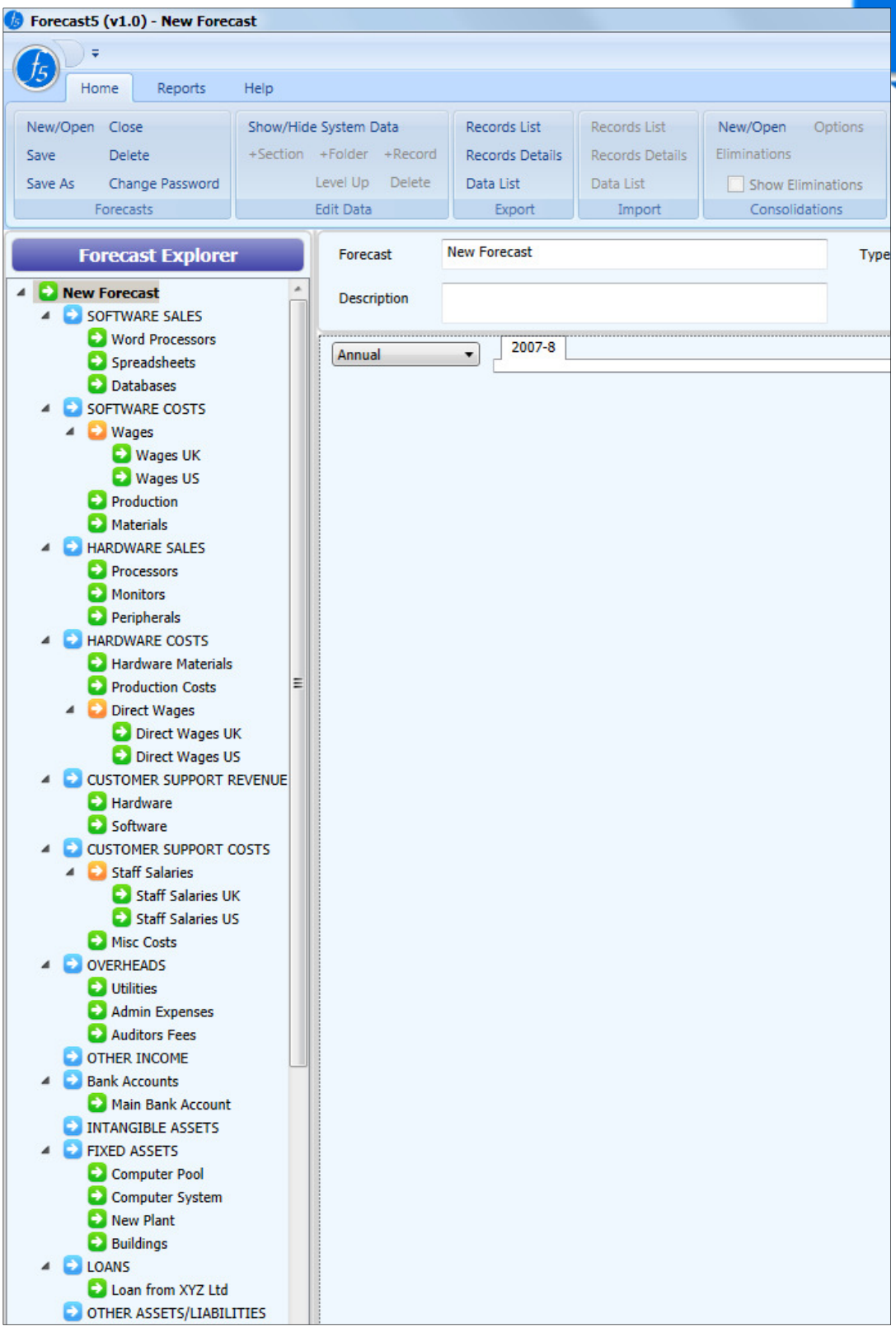
Then select *Clipboard*.



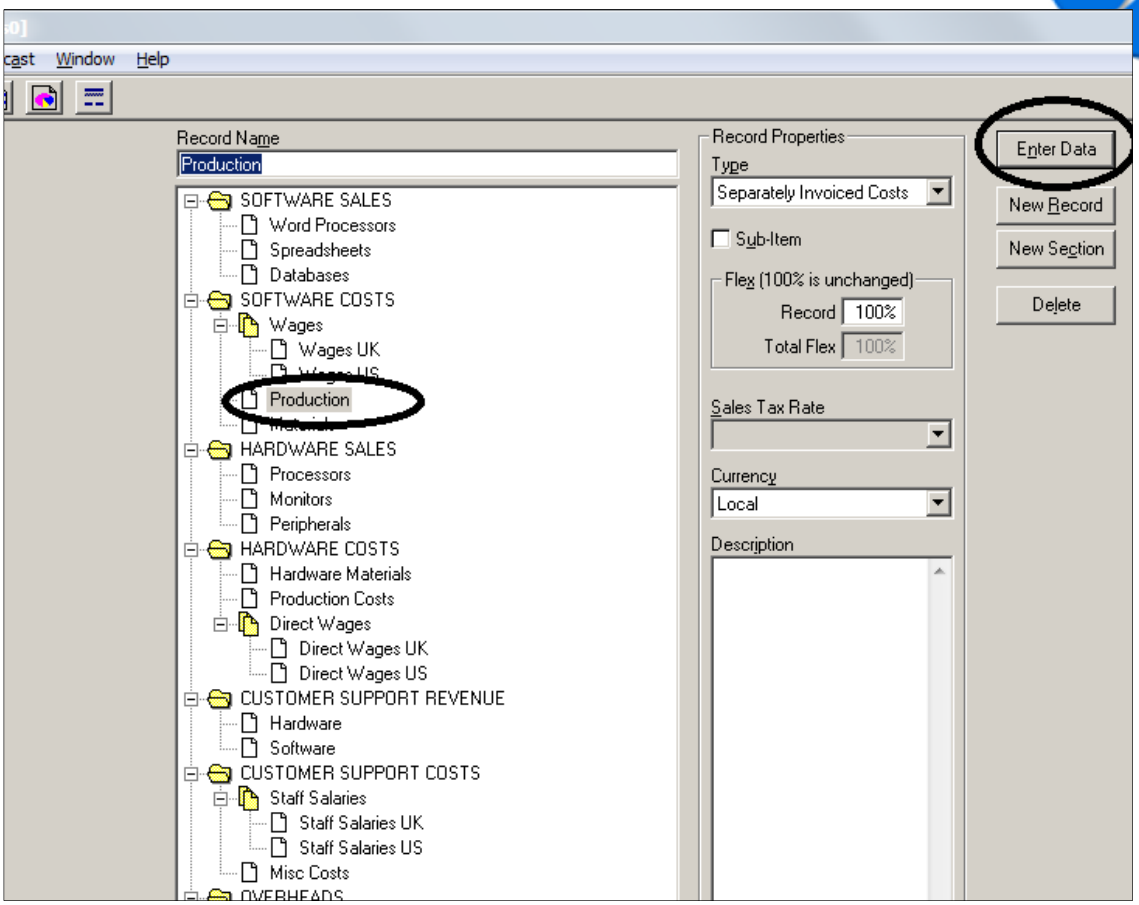
Click *OK*.

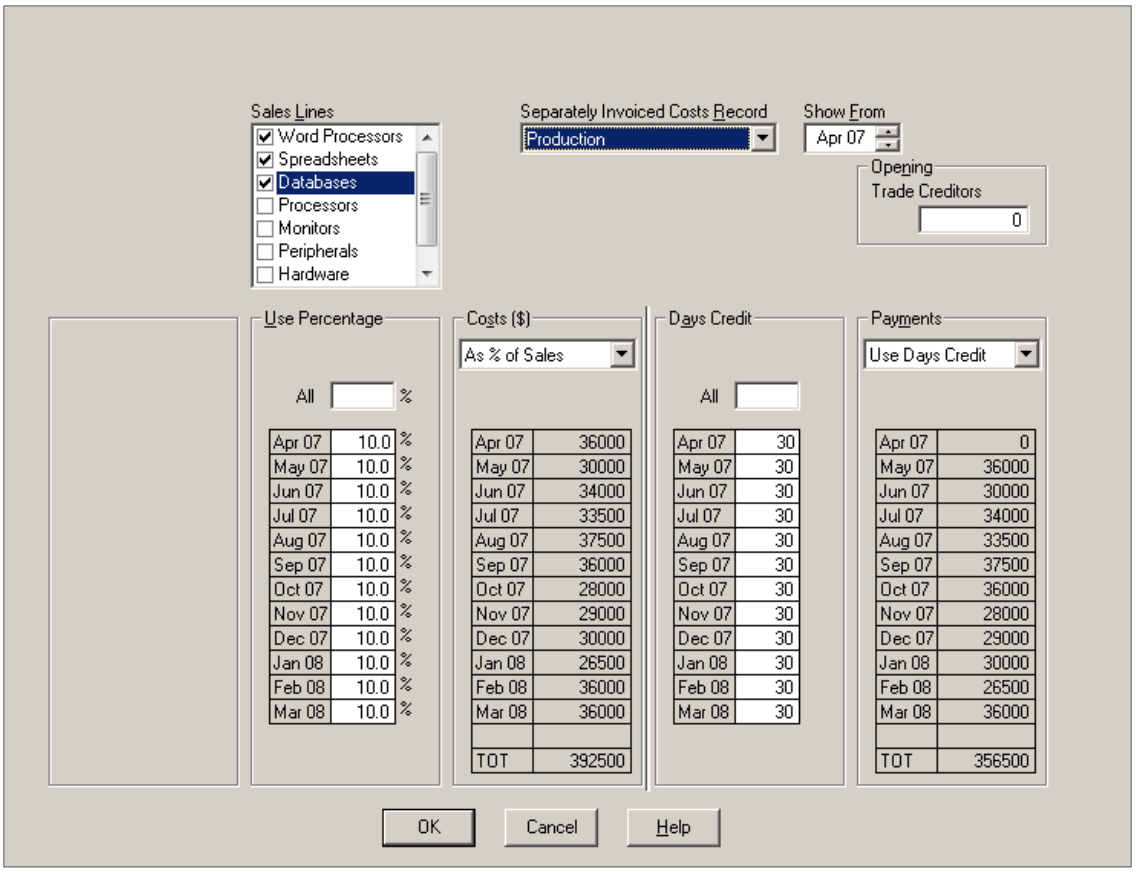
In Forecast 5, under the *Import* section, click *Record List.*

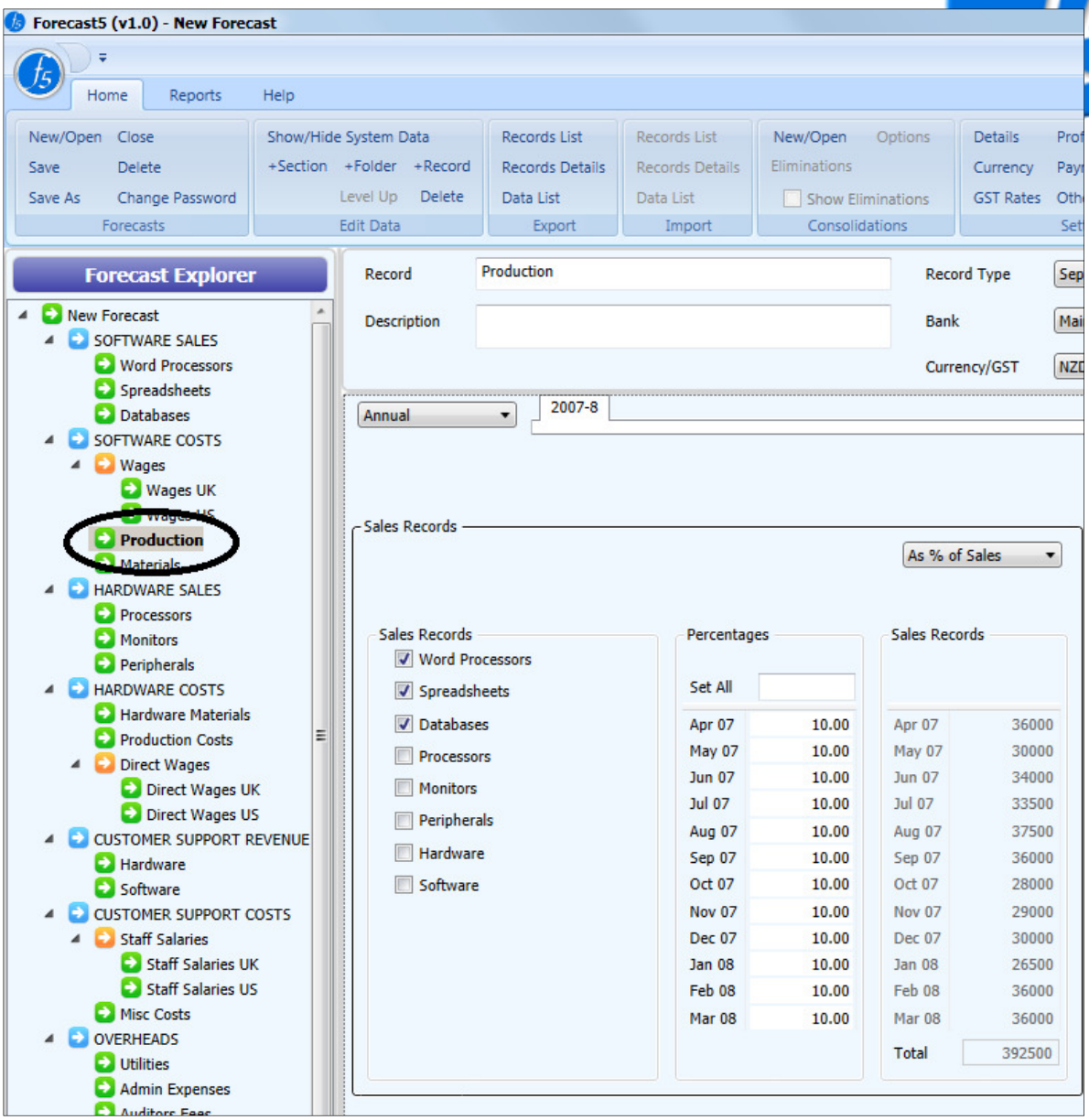



Forecast5 (v1.0) - New Forecast
Home
Reports
Help
New/Open
Close
Save
Delete
Save As
Change Password
Forecasts
Show/Hide System Data
+Section
+Folder
+Record
Level Up
Delete
Edit Data
Records List
Records Details
Data List
Export
Records List
Records Details
Data List
Import
New/Open
Options
Eliminations
Show Eliminations
Consolidations
Forecast Explorer
New Forecast
SOFTWARE SALES
Word Processors
Spreadsheets
Databases
SOFTWARE COSTS
Wages
Wages UK
Wages US
Production
Materials
HARDWARE SALES
Processors
Monitors
Peripherals
HARDWARE COSTS
Hardware Materials
Production Costs
Direct Wages
Direct Wages UK
Direct Wages US
CUSTOMER SUPPORT REVENUE
Hardware
Software
CUSTOMER SUPPORT COSTS
Staff Salaries
Staff Salaries UK
Staff Salaries US
Misc Costs
OVERHEADS
Utilities
Admin Expenses
Auditors Fees
OTHER INCOME
Bank Accounts
Main Bank Account
INTANGIBLE ASSETS
FIXED ASSETS
Computer Pool
Computer System
New Plant
Buildings
LOANS
Loan from XYZ Ltd
OTHER ASSETS/LIABILITIES
Forecast
New Forecast
Type
Description
Annual
2007-8

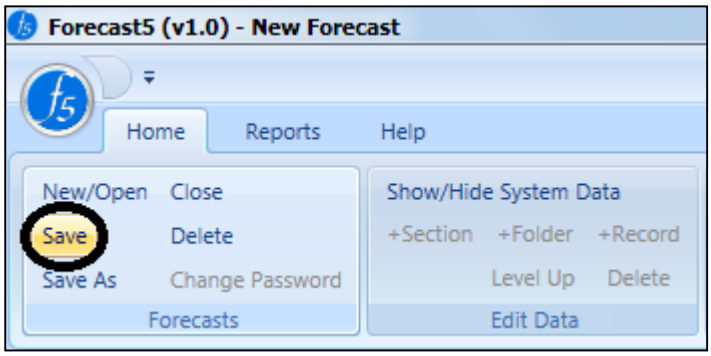
Open record in Winforecast and copy the record type and values to Forecast 5.





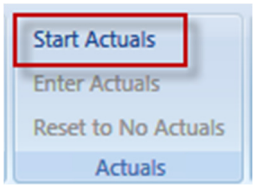


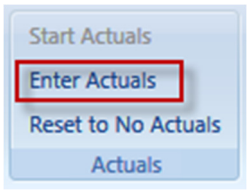
Click *Save* to save the Forecast.



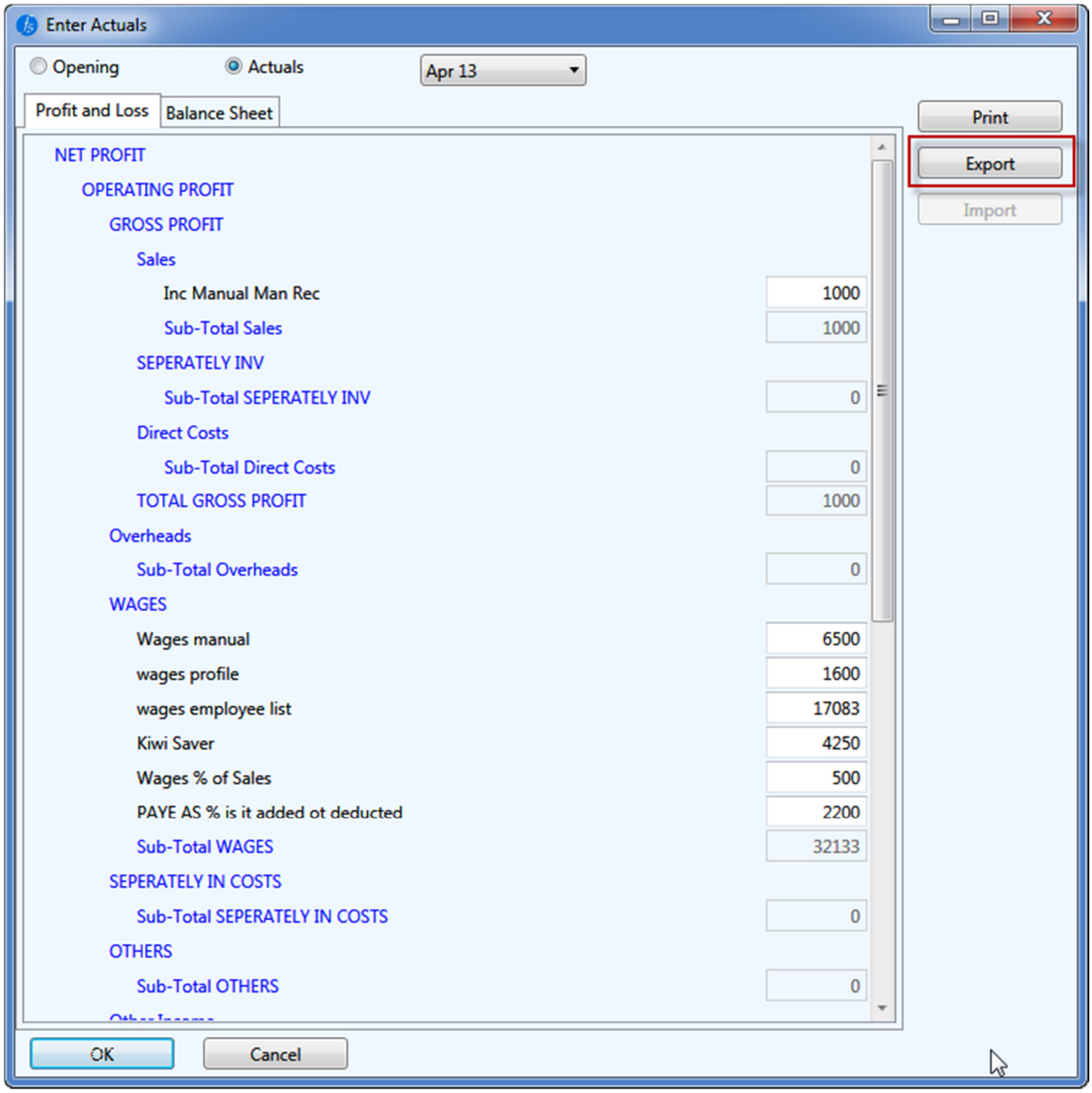
Importing and Exporting Actuals from Forecast 5.

In Forecast, under Actuals, click *Start Actuals.* Then click *Enter Actuals*.

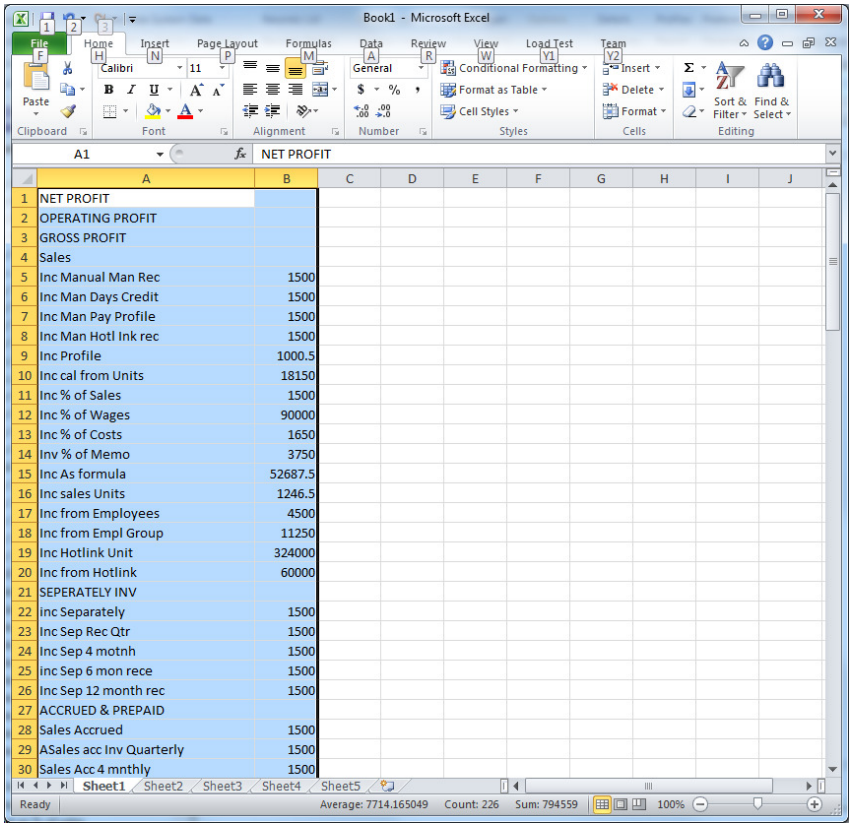




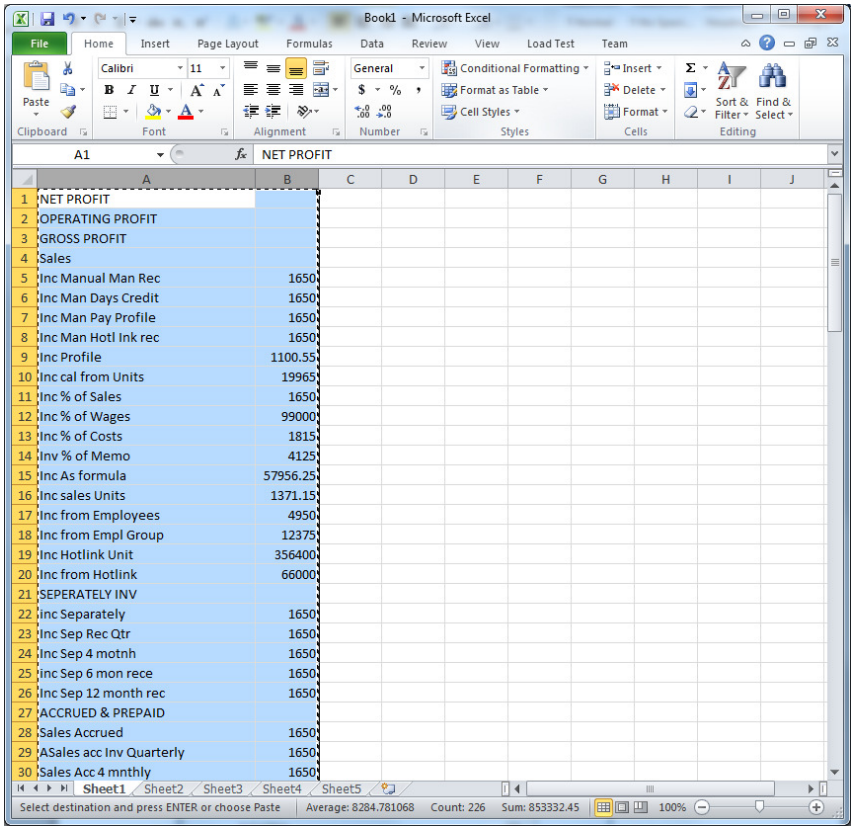
Enter the actual figures manually or click *Export* to copy table to clipboard.



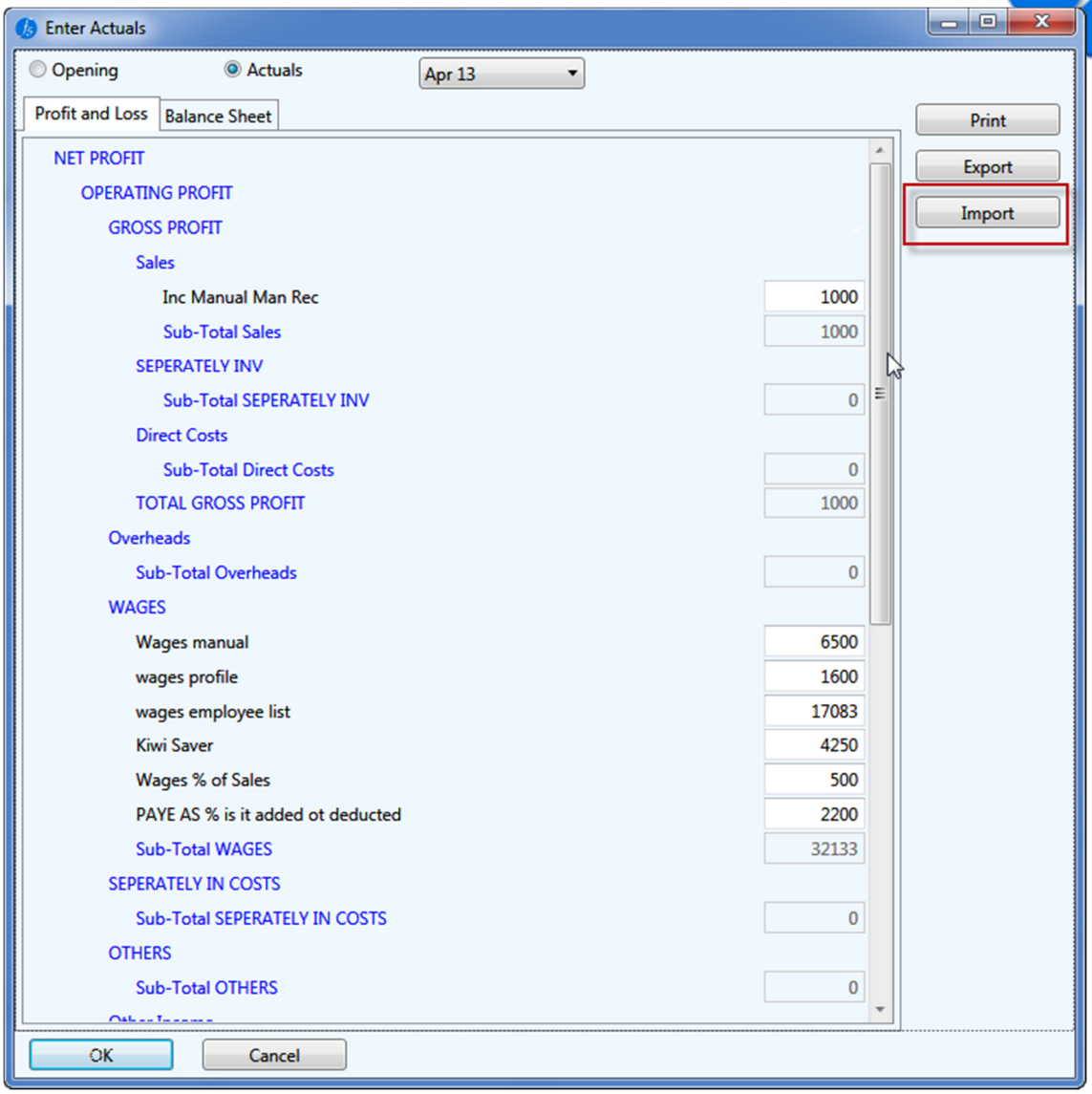
Open Excel workbook and paste (Ctrl+V) onto a new spreadsheet.



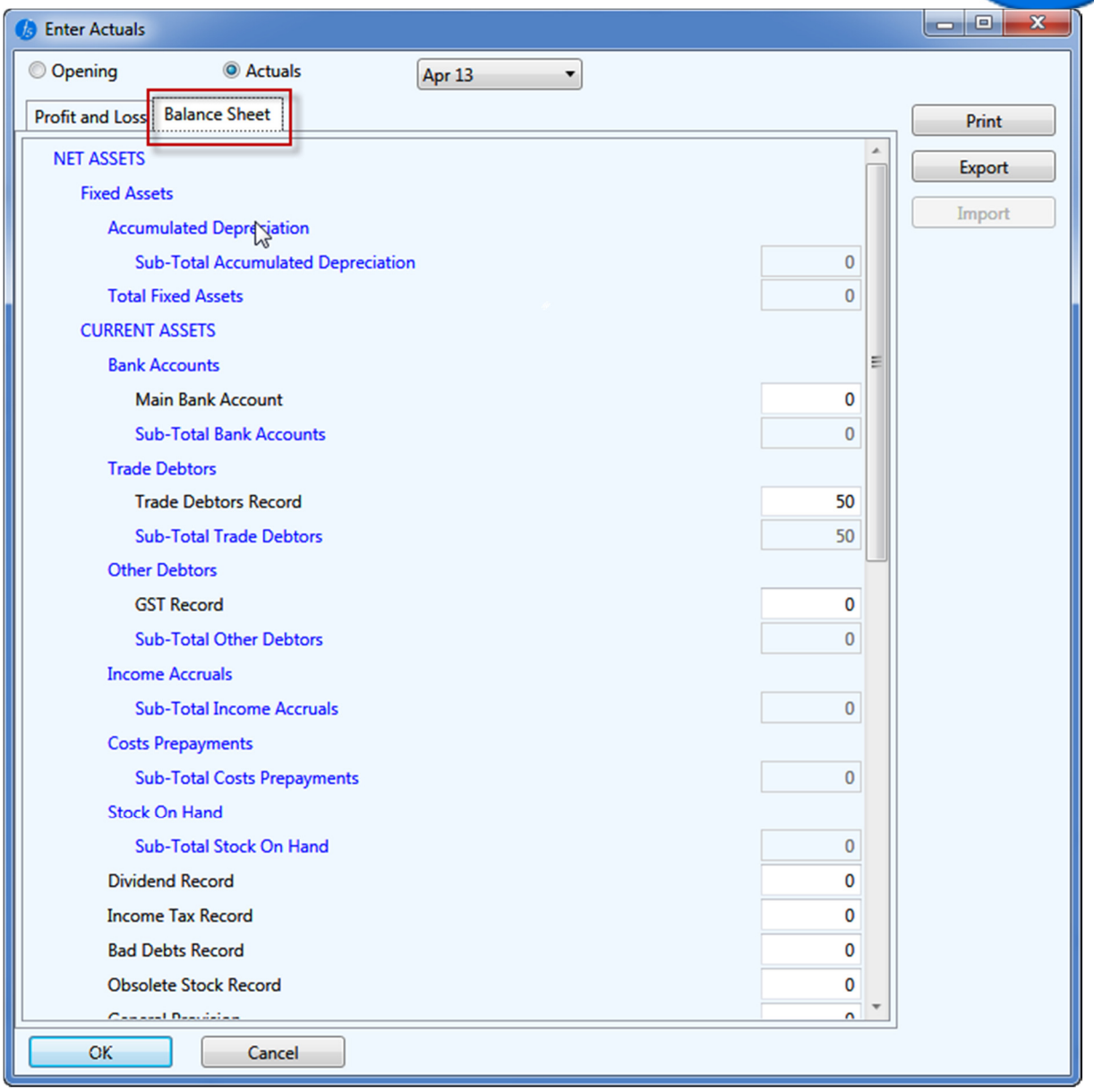
After editing, highlight the appropriate columns and copy (Ctrl+C) back to clipboard.



In Forecast, click *Import* and the actual figures will be automatically updated.



Click the Balance Sheet tab and repeat the above steps for actual balance values.



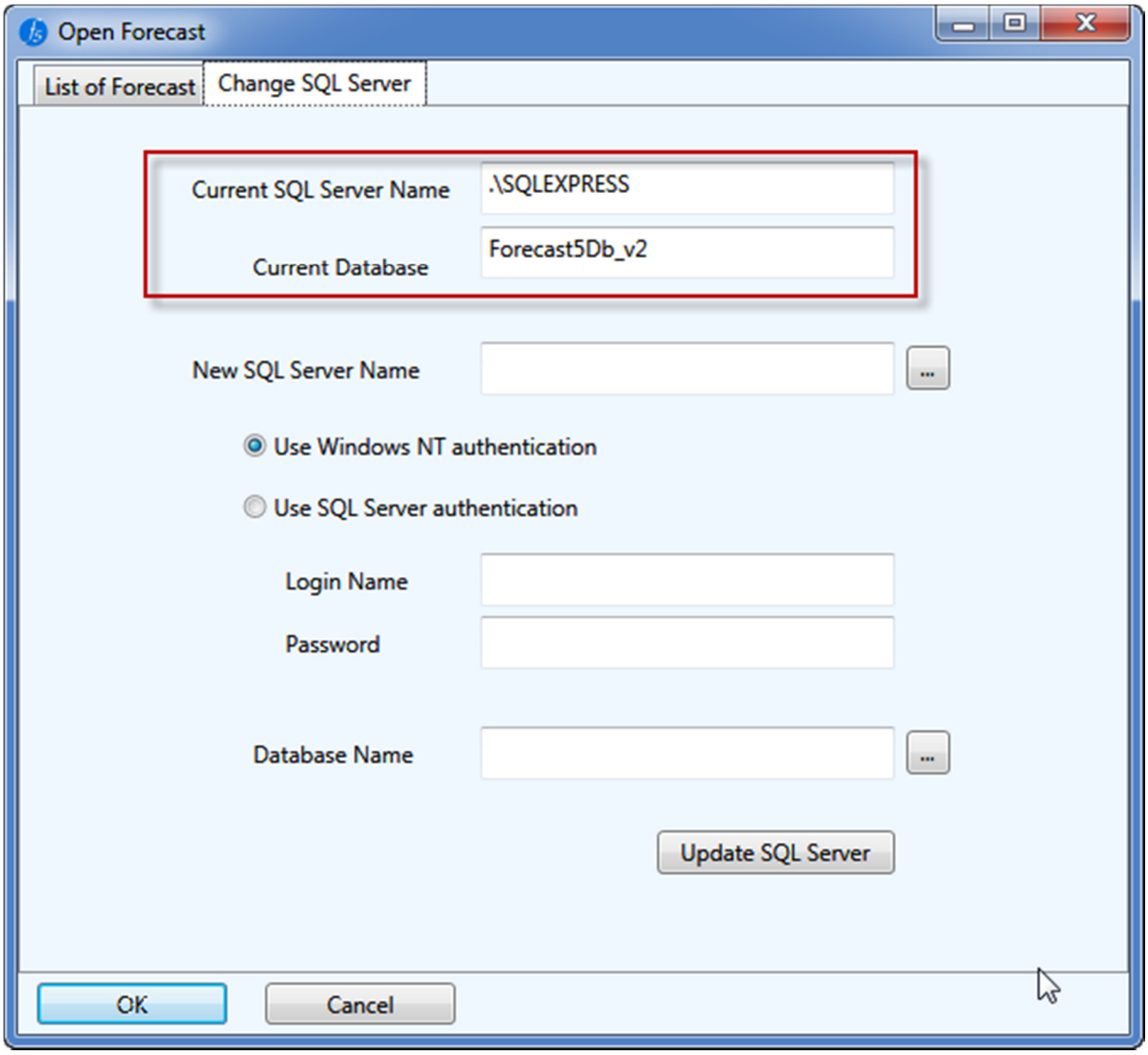
Click *OK* to close Actuals.

Upgrading Forecast 5, if SQL was not installed with the default path

(e.g. Terminal Server)

Before running the installer, run the existing version of Forecast 5, log in and go to *Change SQL Server* tab.

Note down the fields *Current SQL Server Name* and *Current Database* as below:



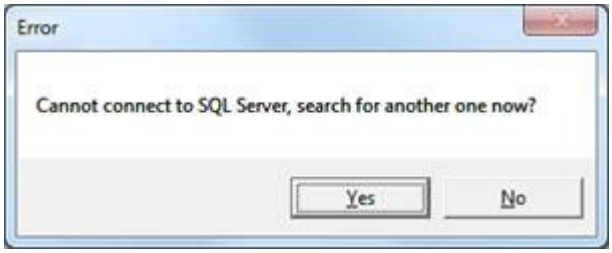
Exit Forecast 5.

Extract and run the installer, follow the instructions through the setup process.

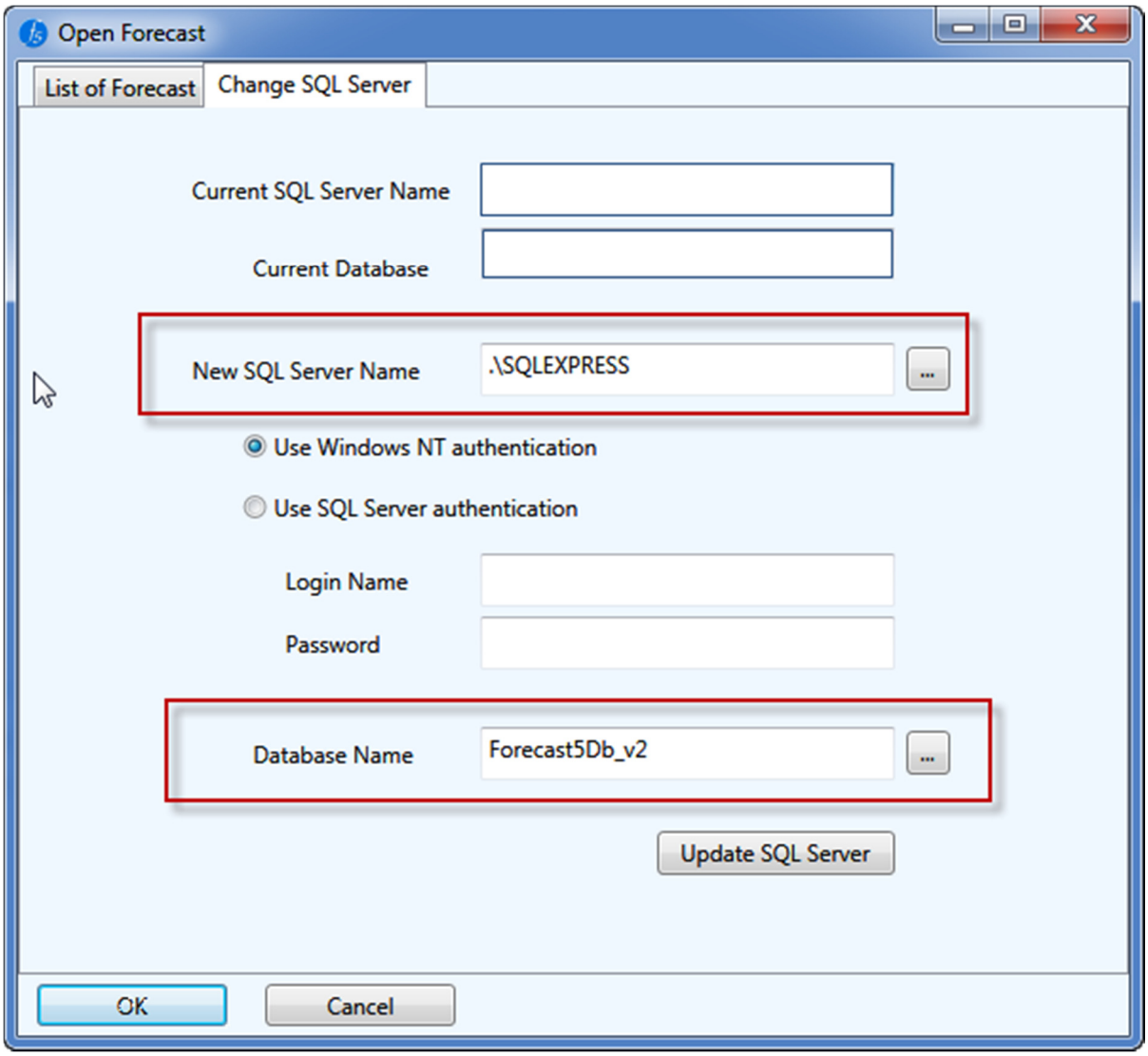
Start Forecast 5.

If you do not see any error message, Forecast 5 is ready to use. No further steps are required.

Click *No* if you see this error message



In the fields *New SQL Server Name* and *Database Name,* enter the values noted in earlier.



Click *Update SQL Server* and login when prompted.

Forecast 5 is ready to use.